

Internal Appeals Procedure for Internal Assessment Decisions 2022/23



The Cottesloe School

Policy Type:	Statutory
Reviewed by:	Mrs C Ayling (Exams Officer), Mrs C Stirk (Statutory Policies Governor)
Date of review:	1 November 2022
Last reviewed:	20 July 2020
Next review:	Autumn Term 2023

This procedure is reviewed annually alongside other examinations policies to ensure compliance with current regulation.

Purpose of the procedure

The Cottesloe School is committed to ensuring that whenever its staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the examinations board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

Grounds for an appeal

If a student feels that this may not have happened in relation to his/her work, she/he may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

The existence of this procedure is made known to students through Examination Handbook and the School's website and is available from the Examinations Officer.

1. Appeals should be made as soon as possible and must be made at least 2 weeks before the end of the last externally assessed paper in the examination series (so the appeal must be made before a date in mid-June for the Summer series as presently timetabled).

2. Appeals should be made in writing on the Internal Examination Appeals request form to the Examinations Officer who will pass the form to the Head of Centre who may appoint another member of the Senior Leadership Team (if not directly involved in the assessment in question) to conduct the investigation.

3. This member of staff will decide whether the process used for the internal assessment conformed to the requirements of the awarding body. This will be done before the end of the exam series. (Currently the end of June for the summer series).

4. You will be informed in writing of the outcome of the appeal, including any correspondence with the Board, any changes made to the assessment of your work and any changes made to improve matters in future.

5. The outcome of the appeal will be made known to the Head of Centre and will be logged as complaint under the complaints procedure. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally it is moderated by the awarding body (examinations board) to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. This is outside the control of The Cottesloe School and is not covered by this procedure. If you have concerns, please ask the Examinations Officer for a copy of the appeals procedure of the relevant examinations board.

The Cottesloe School – Internal Assessment Decision - Appeal Request

This form should be completed if you wish to appeal against the mark you have been awarded for an internally marked assessment that will contribute to your final external qualification. External qualifications include GCSE, GCE, OCR Cambridge Nationals and BTECs. An internally marked assignment is any piece of work that is marked by one of your teachers: to appeal against a mark awarded by an external Awarding Body you must use the appropriate Awarding Body's procedures.

Name of student _____ Form _____

Course for which the work was submitted _____

Level: (GCSE, GCE etc) _____

Unit/ Module Title _____

Description of task of module that you are appealing against:

Name of Marker / Teacher: _____ Mark Awarded: _____

Give a brief description of the grounds on which you are making the appeal. Your appeal should be based on evidence that the quality of your work is above the mark / grade awarded.

Signed: (student) _____ (parent/carer) _____

Date _____

For internal use only

Your appeal has gone through a review and your appeal has been **upheld / refused**

Your mark has been amended to _____ / Your original mark has been upheld

If stage 2 of the appeal process has not been reached you may ask for your appeal to move to the next stage. If you wish to do this you must take this form to the Exams Officer within 2 working days of receiving this reply

Signed: _____ Senior Leadership Team

Date _____