

APPEALS AGAINST INTERNAL ASSESSMENT OF WORK FOR EXTERNAL QUALIFICATIONS

1. The Headteacher is in overall charge of managing appeals relating to internal assessments.

2. If a candidate (via their parent/carer) wishes to appeal about his/her internal assessment marks then the following procedures should be followed:

- The appeal should be made in writing to the Headteacher stating the details of the complaint and the reasons for the appeal.
- The appeal should normally be submitted by 30th April for examinations in the summer series. [This deadline may be extended in exceptional circumstances where the controlled assessments marking and moderation schedule extends beyond this time].

3. The teacher(s) concerned in marking the assessment which is the subject of the appeal will respond to the appeal in writing and a copy will be sent to the parent/carer.

4. If the candidate and their parent/carer are not satisfied with the written response they have received then they can request a personal hearing before an appeals panel:

- The appeals panel will consist of the Headteacher and two of the following (Deputy Head/HoY/Subject leader/Exams Officer)
- The request for a personal hearing must be made within two days of receipt of the written reply to the initial appeal.
- The candidate and their parent/carer will be given at least two days' notice of the hearing date.
- A breakdown of the marks awarded will be provided in advance of the appeal
- The teacher(s) involved will be present at the hearing.
- The Headteacher will convey the outcome of an appeal and the reasons for that outcome in writing to the candidate and their parent/carer.
- The school will maintain a written record of all appeals.
- The school will inform the awarding body of any change to an internally assessed mark as a result of an appeal.

5. The existence of this procedure is made known to students and their parents/carers through the website. A copy is displayed on the Examinations Noticeboard and can be requested from the Examinations Officer.