



INTERNAL ASSESSMENT - APPEALS PROCEDURE

In accordance with the Code of Practice for the conduct of external qualifications produced by the JCQ, Cirencester Deer Park School is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant Specifications for each subject.
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and/or assessment attend any compulsory training sessions.

Written Appeals Procedure

Each Awarding Body publishes procedures for appeals against its decisions and the Examinations Officer will be able to advise pupils and parents of these procedures.

Appeals may be made to the school regarding the **procedures** used in internal assessment but **not the actual marks or grades** submitted by the school for moderation by the Awarding Body. Marks are not always issued to candidates as they may change following external moderation.

A pupil or parent wishing to appeal against the procedures used in internal assessments should contact the Examinations Officer, Mrs Williams as soon as possible to discuss the appeal. A written appeal must be received by the school **at least two weeks before the date of the last external exam in the subject**.

On receipt of a written appeal an enquiry into the internal assessment will be conducted by Head of School or Assistant Head. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.

The appellant will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates.

Statement for Pupils:

If at any stage during your exam courses you have concerns about the procedures used in assessing your internally marked work for public exams (e.g. coursework or portfolios) you should see the Examinations Officer, Mrs Williams as soon as possible.

APPEALS PROCEDURE FOR INTERNAL ASSESSMENTS

- The Head of Centre should nominate a senior member of staff to manage appeals (Head of School or Assistance Head). This person is responsible for disseminating information to all candidates and their carer/s about the appeals procedures and for informing the Head of Centre about the existence and outcome of all such appeals.
- If a candidate wishes to initiate an appeal they should first speak to the Examinations Officer (Mrs Williams). If they wish to further the appeal they should state the details of the complaint and the reasons for the appeal in writing. This must be received by the Examinations Officer at least two weeks before the date of the last external exam in the subject concerned.
- The Head of School/ Assistant Head should arrange for the teacher/s concerned in making the assessment, which is the subject of the appeal, to see a copy of the appeal and to respond to this in writing, with a copy sent to the candidate.
- If the candidate is not happy with the response the Head of school will then arrange for them to have a personal hearing. They will receive at least 5 working days notice of any meeting. They will be given all the relevant documents (e.g. marks given, assessments made) before the date of the hearing. If they are presenting their own case they will be allowed to be accompanied by a carer/friend. The teacher/s and candidate will hear each others' submission at the hearing.
- The appeal will be heard by the Head Teacher and a Governor from the Schools Curriculum Committee.
- A record will be kept of all appeals including the outcome of any appeal and the reasons for that outcome, by the Examinations Officer. The centre will send a copy to the candidate within 14 days of the hearing.
- The centre will inform the Awarding Body if there is any change to an internally assessed mark as a result of an appeal.

ENQUIRIES ABOUT RESULTS (EARs)

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

For more information, refer to the JCQ Post-Results Service guide on our website