



## **Internal Assessment Appeals Policy**

**Status:** Statutory

### **Purpose:**

The Bankfield 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. If a student feels that this may not have happened in relation to his/her work, s/he may make use of this appeals procedure.

### **Aims:**

In accordance with the Code of Practice for the conduct of external qualifications produced by the QCA, The Bankfield School is committed to ensure that:

- Internal assessments are conducted by staff that 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.

### **Relationship to other policies:**

### **Implementation:**

Appeals may only be made against the process that led to the assessment and not against the mark or grade.

- Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in the examinations series.
- Appeals should be made in writing to the Assistant Headteacher (curriculum), who will investigate the appeal. If this member of staff was directly involved in the assessment in question, the Headteacher will appoint another member of staff to conduct the investigation.
- The appointed member of staff will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and the examinations code of practice of the QCA. This will be done before the end of the examination series.
- 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.
- The outcome of the appeal will be made known to the Headteacher, and will be logged as a 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 to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of the school and is not covered by this procedure. If you have concerns about it, please ask the Assistant Headteacher (curriculum) for a copy of the appeals procedure of the relevant examinations board.

**Evaluation:**

- A record will be maintained logging appeals and their outcomes.
- The record will be monitored through Senior Management meetings.
- An annual report will be presented to the Governing body.

**Policy written by:** G J Evans April 2006

**Date adopted by Governing Body:** 17 May 2006

**Date for review:** May 2009