



INTERNAL APPEALS POLICY

Definition of an appeal:

'A request for a review of an assessment outcome determined by Applemore College, in their role as a decision making body on a students progression.'

POLICY ON INTERNAL ASSESSMENTS FOR QUALIFICATIONS WITH ENGLISH AWARDING BODIES

In accordance with the Code of Practice for the conduct of external qualifications produced by the QCA, Applemore College is committed to ensuring that:

- ◆ Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills
- ◆ Assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification
- ◆ The consistency of the internal assessment is secured through internal standardisation as necessary

This procedure is available from the Headteacher and the Examinations Officer.

After the release of examination results, a candidate has the right to apply to the awarding body, through the centre, for a review of their result if they consider the grade to be too low. This can take the form of a clerical check or a full re-mark of an examination paper or papers. This review is termed an Enquiry about Results (EAR) and is applied for by the centre on behalf of the candidate. Candidates should be aware that this process **may** result in a lowering of the grade awarded. This procedure has a short deadline (September 20th for the main results day) and therefore any requests must be carried out quickly within the strict deadlines outlined below.

Applemore College advises any candidate who has concerns about a grade awarded for a subject to come and talk their concern through with the Examination Officer within two calendar weeks of the issue of results. Following this discussion the centre will immediately apply for a review if this is considered appropriate and **we would expect to support you in most cases**. If however the centre does not consider a review appropriate, the candidate will be informed of this decision within three working days. If the candidate still wishes to proceed with a request for a review, the following procedure will apply:

- The candidate should appeal against the decision within two days;
- Appeals should be made as soon as possible, in writing, stating the details of the complaint and the reason for the appeal, to the Headteacher and/or the Examinations Officer, who will investigate the appeal.
- The centre will then arrange a meeting within three days with the candidate and their parent / carer, the subject teacher concerned, the examinations officer and the head of centre or his/her representative from the senior staff;
- The candidate and their parent / carer will be able to present their reasons for asking for the review at this meeting;
- The head of centre or his/her representative will make a final decision on whether the appeal should go ahead, and will inform the candidate and their parent / carer verbally, then in writing, of the decision;
- If the final decision is to proceed with the request for a review, the examinations officer will carry this out to meet the appropriate deadline.
- The appellant will then 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.

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/college regarding the *procedures* used in internal assessment, but *not the actual marks or grades* submitted by the school/college for moderation by the Awarding Body.

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 / PORTFOLIO / PROJECTS) YOU SHOULD SEE THE EXAMINATIONS OFFICER AS SOON AS POSSIBLE”.