

MEOLE BRACE SCHOOL SCIENCE COLLEGE

INTERNAL APPEALS PROCEDURE FOR EXTERNAL EXAMINATIONS

In accordance with the Code of Practice for the conduct of external qualifications produced by the QCDA, Meole Brace School Science College is required to have a published appeals procedure relating to internal assessment decisions, and to make this document available and accessible to students.

The grounds for appeal relate only to procedures: there is no requirement to make internally assessed coursework/controlled assessment marks available to students before moderation.

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

Students should note that if at any stage during their exam course they have concerns about the procedures used in assessing internally marked work for public exams (e.g. coursework, controlled assessments, portfolios, projects) they should first speak to their subject teacher and/or subject team leader to discuss the matter fully. Hopefully this will resolve the situation. If it does not, then they have the right to submit a written appeal.

Written Appeals Procedure

Candidates have a right to appeal against **procedures** used in internal assessments for public examinations, but *not the actual marks or grades* submitted by the school for moderation by the Awarding Body.

- A pupil or parent wishing to appeal against the procedures used in internal assessments must do so in writing to the Examinations Officer within 14 days of submission of work for internal assessment.
- On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer and the Deputy Head with responsibility for examinations. 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 students.

Enquiries about Results

If, after receiving results, the school feels that there may be a mistake in the marking of exam scripts it has the right to appeal. The appeal can take the form of:

- a clerical check (service 1)
- a re-mark of a script (service 2)
- a re-mark of a script together with a photocopy of the script being sent to the school (service 2S)

Candidates should be aware that their marks and subject grades may be lowered. **Appeals can only be made by the school Examinations Officer. Candidates must sign a consent form obtained from the Examinations Officer before an appeal can be submitted. The fee must also be paid to the Examinations Officer before an application is processed. An appeal will be made on behalf of a student even if the school does not agree that an enquiry should be submitted - fees to be paid by student.**

If the appeal is successful the fees will be refunded. The fees set by the Examination Boards vary.

If dissatisfied with the outcome of an enquiry the Headteacher can, within 14 days, submit a written appeal. The appeal must relate to the awarding body's **procedure** and will consist of 2 stages:

Stage 1 - Awarding Body - A senior member of the awarding body will review the case and notify the outcome in writing.

If still dissatisfied the Headteacher can further appeal within 14 calendar days:

Stage 2 - Awarding Body Panel - Case will be presented to appeals panel who can instruct the awarding body to reconsider the case and may offer recommendations. Outcome will be notified in writing.

If still dissatisfied the Headteacher can submit an appeal to the EAB (Examinations Appeals Board) within 3 weeks of receipt of stage 2 outcome.