
Policy: Appeals Relating to Internal Assessment Decisions

1. Introduction

- 1.1. Under Section 5, paragraph 14 (vii) of the General Regulations for Approved Centres produced by the JCQ, the awarding bodies require centres offering their examinations to:
 - a) have a published appeals procedure relating to internal assessment decisions;
 - b) make this document available and accessible to candidates.
- 1.2. The grounds for appeal relate only to procedures; there is no requirement to make internally assessed coursework or controlled assessment marks available to candidates before moderation.

2. Procedure for Appeals against procedures used in internal assessments

- 2.1. Candidates will be informed by the Examinations Officer of their right to appeal against procedures used in internal assessments for public examinations.
- 2.2. Candidates will have access to this Procedure for Appeals document upon request to the Examinations Officer or Director of Studies. It is also placed as a document on the school's website and attached to this policy.
- 2.3. The appeal must come in the form of a written request from the parent to the Headmaster, setting out the grounds for the appeal.
- 2.4. The appeal should be made within two weeks of the closing date for the submission of coursework or controlled assessment marks to the examination board for that particular examination series.

3. The Appeal

- 3.1. The Headmaster will appoint a panel consisting of the Director of Studies (or another member of the SLT if appropriate), a School Governor as an independent member and himself (acting as "Head of Centre").
- 3.2. The panel will examine the evidence for the procedures used in the assessment and decide upon their appropriateness and that they have been properly followed, as required by the Board concerned.
- 3.3. The panel's findings will be formally reported back to the parent.
- 3.4. Records of the request for appeal and of the panel's evidence and deliberations will be kept by the Headmaster's office. An Awarding Body might wish to examine this evidence at a future date.

Author/Updated by: Exams Officer

Reviewed: December 2017

Next Review Date: January 2019

Attachments:

Internal Assessment Appeals Form

