

# **Forest Oak**



## **Appeal Procedure for Internal Assessment of Course Work**

**Exam Officer: Deputy Head Teacher**

**October 2010**

## **Appeals against Internal Assessment of Work for External Qualifications**

Forest Oak is committed to ensuring that whenever its staff assesses student's work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity.

The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

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. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the centre for moderation by the awarding body.

This procedure is available from the exams officer:

1. Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (e.g. the last GCSE written paper in the June GCSE exam series).
2. Appeals should be made in writing by the candidate's parent/carer to the exams officer (EO), who will investigate the appeal with at least two other members of staff who have not been involved in the assessment in question, the Principal will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise, if the EO is not able to conduct the investigation for some other reason.
3. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the QCA.
4. The appellant will be informed in writing of the outcome of the appeal, including any relevant body and any changes made to the procedure relating to internal assessment.
5. The outcome of the appeal will be made known to the Principal and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally, some are moderated by the awarding body to ensure consistency between centres. Such moderation occasionally makes amendments awarded for internally assessed work. That is outside the control of Forest Oak School and is not covered by this procedure. If you have concerns about it, please ask the EO for a copy of the appeals procedure of the relevant awarding body.

## **Internal Appeals about Assessment Decision**

Sometimes a candidate does not agree with the coursework awarded by a teacher. If the disagreement cannot be resolved by discussion between the teacher and candidate concerned then the candidate may appeal to the exams officer, who will put into action the agreed appeals process. This will be final stage in the normal process of considering and resolving disputes. It is expected that it will be used only on exceptional circumstances.

1. The exams officer (EO) is in overall charge of managing appeals relating to internal assessments.
2. If a student wishes to appeal about his/her internal assessment marks then the following procedures should be followed:
  - The appeal should be made in writing to the EO stating the details of the complaint and the reasons for the appeal.
  - The appeal must be submitted before the end of the first week in May of the year in which the written examinations are taken.
3. The teacher(s) concerned in marking the assessment which is the subject of the appeal will respond to the appeal in writing to the exams officer; a copy will be given to the candidate.
4. If the candidate is not happy with the written response they have received, then they can request a personal hearing before an appeals panel.
  - The appeals panel will consist of the exams officer and two of the following: the head of KS3/4, a school governor, school Principal.
  - The request for a personal hearing must be made within two days of receipt of the written reply to the initial appeal. The candidate will be given at least two days notice of the hearing date.
  - A breakdown of the marks awarded will be given to the candidate in advance of the appeal.
  - The candidate may bring a parent/guardian to the hearing.
  - The teacher(s) involved will be present at the hearing.
  - The EO will convey the outcome of an appeal and the reasons for that outcome in writing to the candidate.
  - The school will maintain a written record of all appeals.
  - The school will inform the awarding bodies (examining boards) of any change to an internally assessed mark as a result of an appeal.