



Internal Appeals Policy (relating to internal assessment decisions)

This policy is annually reviewed to ensure that it is in accordance with current requirements.

Effective September 2018

Next review date: September 2019

Contents

| | Page |
|---|------|
| Policy for assessment decisions – Outline | 1 |
| Appeals Procedure | 2 |
| Appeals Procedure Flow Chart | 3 |

See also the *Reviews of Marking Policy for Centre Assessed Marks (GCSE NEAs)*

Welland Park Academy

Under Section 2, paragraph 19 (ix) of the Joint Council Code of Practice, the Awarding Bodies require centres offering their examinations to:

- Have a published appeals procedure relating to the internal assessment decisions that contribute to summative assessment.
- Make this document available and accessible to candidates

Our policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding.

1. The candidate will have produced work for internal assessment that has been authenticated as original work according to the Joint Council document issued in September to all examination candidates.
2. In September, all candidates are given written advice about the production of internally assessed work that contributes to summative assessment and deadlines to be met.
3. All candidates are given adequate and appropriate time to produce the required work.
4. Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
5. The consistency of the internal assessment is secured via a mark scheme or marking criteria and internal standardisation activities as necessary.
6. Each Awarding Body specifies detailed criteria for the internal assessment of the work and staff responsible for internal standardisation will attend any training sessions given by the Awarding Bodies.
7. The Awarding Body must moderate the assessed coursework and the final mark awarded is that of the Awarding Body. This mark is outside the control of the school and is not covered by this procedure.

Appeals Procedure

1. The grounds for appeal relate **only** to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and **do not** apply to the judgements themselves.
2. In the first instance the student should raise any concerns about their assessment decision with the teacher.
3. If the student remains concerned having spoken to their teacher they should contact their Tutor or a nominated person.
4. The tutor or nominated person will ask the student to make a written appeal which will be submitted to the Head of Department. The grounds for the appeal must be clearly stated.
5. On receipt of the written appeal the Head of Department will lead an enquiry to investigate the state concerns. The enquiry will be completed within 10 working days. On completion the written findings will be sent to the student.
6. If the student is satisfied with the findings no further action will be taken. However, if the student remains unsatisfied with the findings then a **final** appeal can be made. The appeal must be sent to the Principal (within a week of receiving the written findings). The grounds for the appeal must be clearly stated. Once received by the Principal an appeals panel will be convened within ten working days.
7. The final appeal will be considered by the **Appeals Panel**. The panel will consist of the Head of Department, the Principal and a member of the Quality Team. The candidate, who will be asked to attend, can be supported by a parent/carer or friend.
8. The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. Written confirmation of the panel findings will be provided within three working days.

Appeals Procedure

