



## **INTERNAL ASSESSMENT APPEALS PROCESS**

**This applies to GCSE, GCE and BTEC coursework and performance work that is assessed internally.**

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), then you **MUST** initially discuss this with your tutor, the teacher concerned, and/or the relevant Head of Department. Hopefully this will resolve the issue.

If the matter is not resolved then you should see the Examinations Officer as soon as possible to discuss whether a formal appeal could be made. Any appeal is very much a last resort, and a request for an appeal will not be accepted unless these other avenues have first been explored. It is expected that appeals will be extremely rare.

An appeal would be very weak if you have not kept to the agreed deadlines, (unless this is what the appeal is about), or you have not tried to sort it out within a fortnight of the problem arising.

In accordance with the Code of Practice for the conduct of examinations, Norton Canes High School is committed to ensuring that:

- ◆ internal assessments are conducted by staff that 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 internal assessment is secured through internal standardisation.
- ◆ Staff responsible for standardisation have been properly trained.
- ◆ The School will comply fully with the Joint Council guidelines.

A pupil or parent wishing to appeal against the procedures used in internal assessments should contact the Examinations Officer as soon as possible to discuss the appeal, and a written appeal must be received by the School before the end of the exam season in question. In the summer, for example, the appeal must be lodged in sufficient time for the matter to be dealt with before the end of the Summer Term, but should in reality be lodged much earlier.

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer and a member of the SMT.

This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.

The School would encourage the candidate to be supported by a parent, guardian, or friend in the presentation of their case. The appeal decision will be recorded and filed.

If this enquiry does not resolve the issue then the appeal will be investigated by the Head of Centre and an Independent Person from the Governing Body.

At each stage of the enquiry the candidate 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 further to protect the interests of the candidate(s).

The work involved will as a matter of course be sent off to the Awarding Body as part of the sample to moderated.

#### SUMMARY

- ◆ Speak to your teacher about any problem with your coursework.
- ◆ If the problem is not resolved seek help from the Head of Department for that subject.
- ◆ If the matter is still not resolved seek help from the Examinations Officer who will discuss the matter in your presence with a member of the SMT. You will be expected to have an independent adult with you for support.
- ◆ If the matter is still not resolved the Head of Centre and member of the Governing body will investigate the appeal.
- ◆ Written reports will be given to the candidate at each stage of the appeal.
- ◆ The work will be sent off as part of the sample sent to the moderator.