

HASSENBROOK SCHOOL Specialist Technology College



APPEALS POLICY FOR INTERNAL AND EXTERNAL ASSESSMENT

Appeals against Internal Assessment of Work for External Qualifications

Hassenbrook School is committed to ensuring that:

- Whenever its staff assesses students' 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 you cannot appeal against the mark or grade, only the procedures used.

Written appeals procedure – Internal Assessment Marks

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the School concerning internal assessment:

- 1 Appeals must be made within the awarding body set time frame.
- 2 Appeals should be made in writing by the candidate's parent/carer to the Examinations Officer, who will investigate the appeal with two other members of staff, appointed by the Headteacher, who have not been involved in the internal assessment decision.
- 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 *QCDA*.
- 4 The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
- 5 The outcome of the appeal will be made known to the Headteacher. 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.

NB - After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of Hassenbrook School and is not covered by this procedure.

Written Appeals procedure against External Assessment Marks

Where a candidate is unhappy with the mark awarded for a particular exam unit (e.g. written exam, etc), a clerical check or re-mark may be requested via the Exams Office.

- The candidate will be required to acknowledge that his/her grade may be confirmed, raised or lowered.
- If appeal is requested by the school , the school will be responsible for paying the relevant fee. If appeal is requested by the parent / carer – the parent / carer will be responsible for paying the relevant fee at the time of the request.
- The decision as to whether to support such an enquiry will be made by the Lead Learners, Line Manager or Headteacher on the basis of several factors, including knowledge of the exam system and professional judgement.

September 2010