

ST MARY'S CATHOLIC COLLEGE

INTERNAL APPEALS PROCEDURE

Definition of an Appeal

'A request for a review of an assessment outcome determined by St Mary's Catholic College'

School Commitment

St Mary's Catholic College is committed to ensuring that whenever its staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity.

Students' work should be produced and authenticated according the requirements of the Awarding Body. Where work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a student feels that this may not have happened in relation to his/her work, he/she may make use of this appeal's procedure.

The existence of this procedure is made known to students in subject lessons where coursework is a component of the subject award.

Internal Procedure

This procedure is available from the Assistant Headteacher who is responsible for Examinations and the Examinations' Officer.

1. Appeals will be investigated by the Assistant Headteacher and Examinations' Officer. If either were directly involved in the assessment in question, the Headteacher will appoint another member of staff of similar or greater seniority to conduct the investigation.
2. Appeals should be made as soon as possible, in writing, stating the details of the complaint and the reason for the appeal (see Appendix 1), to the nominated person, who will investigate the appeal. The appeal letter should be signed by both the candidate and parent/guardian. Appeals must be made at least two weeks before the end of the last externally assessed paper in the examinations series.
3. The Assistant Headteacher responsible for Examinations or appointed member of staff will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and the examinations code of practice of the QCA. This will be done before the end of the examination series.
4. The subject teacher(s) concerned with making the assessment will be given the opportunity to see the candidate's appeal and respond to the appeal in writing, a copy of this response will be sent to the candidate.
5. The candidate must state in writing if they are satisfied/not satisfied with the written response they have received from the teacher.

6. If the candidate is not satisfied, the candidate will be invited (with reasonable notice) to a personal hearing, this invitation will be in writing and will include a copy of all relevant documentation (eg given marks, assessments made). The candidate must be accompanied by a (single) parent/guardian. The teacher(s) and candidate will be given the opportunity to hear each other's submission to the panel at the hearing.

7. The panel will comprise of a senior member of staff and a governor, both of whom will have had no dealings with the case prior to the hearing.

8. The candidate will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of the work, and any changes made to improve matters in future. This will be received by the candidate within two weeks of the hearing.

9. The outcome of the appeal will be made known to the Headteacher, and will be logged as a complaint. The College will maintain a written record of all appeals. This record will include the outcome of the appeal and reasons for that outcome. This record will be made available to the Awarding Body at their request. Should the appeal bring any significant irregularity to light, the Awarding Body will be informed.

10. The College will inform the relevant Awarding Body if there is any change to the internal assessment mark as a result of the appeal.

Moderation

After work has been assessed internally it is moderated by the Awarding Body to ensure consistency between Schools. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of and is not covered by this procedure. If you have concerns about it, please ask the Examinations Officer for a copy of the appeal's procedure of the relevant Awarding Body.

September 2006
DOS

INTERNAL APPEALS PROCEDURE

Please complete and return to Examinations Officer,

Candidate's Full Name: _____

Subject: _____

Subject Teacher: _____

Details of Complaint:

Reason for Appeal:

If needed, please continue on additional page and attach to this sheet.

Signed: _____ **Date:** _____

For Centre Use Only

Name of Investigator: _____

Date Procedure received: _____

Did assessment conform to QCA/Awarding Body requirements?

Date response requested to subject teacher: _____

Date response received: _____

Copy of subject teacher's response sent to candidate:

Date of reply from candidate: _____

Date reply received from candidate & outcome: _____

Date of appeal: _____

Date invitation sent to candidate: _____

Members of the Panel:

Outcome of Appeal:

Date information sent to candidate: _____

Signed: _____ Date: _____

