



# Malmesbury School

## POLICY FOR INTERNAL ASSESSMENT APPEALS

This appeals procedure is published in accordance with Joint Council for Qualifications Code of Practice requirements relating to internal assessment decisions.

### 1. Communication with candidates

- 1.1 All candidates will be informed that an appeals procedure relating to internal assessment decisions exists within the centre
- 1.2 All candidates at the centre will have access to a copy of the internal appeals procedure.
- 1.3 All candidates will be able to gain access to:
  - the marks awarded to them by the centre for an internal assessment
  - all comments recorded by the centre relating to their internally assessed work
  - any correspondence between the centre and the Awarding Body relating to their internally assessed work
  - information, if available at the time of the appeal, as to whether their work was sampled by the Awarding Body
  - the moderated mark given to the work by the Awarding Body, if known
  - relevant Awarding Body procedures for the conduct of internal assessments
- 1.4 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 judgement themselves.

### 2. Managing internal appeals

- 2.1 The appeal must be made in writing to the School's Examinations Officer by 31<sup>st</sup> May of the year that the NEA was assessed. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer/friend.
- 2.2 The Headteacher will be made aware of the existence and outcome of all internal appeals.
- 2.3 The Headteacher will nominate a senior member of staff, normally the Examinations Officer, to lead the enquiry, provided that the Examinations Officer has played no part in the original assessment process.
- 2.4 A date for a meeting of the panel to consider the appeal will be set and notified to the appellant within 10 working days.
- 2.5 Appeals will be considered by a panel of two staff, and one governor who have not been involved in the internal assessment decision.
- 2.6 The Examinations Officer will present information gathered during the enquiry on behalf of the school.
- 2.7 The centre will allow the candidate to be supported in the presentation of their case by a parent/guardian/friend.





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- 2.8 The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and whether the procedures have been properly followed as required by the Awarding Body concerned and the Code of Practice.
- 2.9 All internal appeals will have been considered and resolved by the date of the last externally assessed paper of the series (e.g. by the end of June for the summer series). Any difficulties in meeting this deadline will be raised with the Awarding Body.
- 2.10 Records of the request for the appeal, the evidence, deliberations of the panel, the outcome and the reasons for the outcome will be kept by the Examinations Officer and made available to the Awarding Body if required.

## 3 Outcome of the appeal

- 3.1 The panel's findings will be reported, in writing, back to the candidate/parent/carer within 12 working days of the appeal panel meeting.
- 3.2 The written report to candidate/parent/carer will include the outcome of an appeal and reasons for that outcome.
- 3.3 The centre will inform the Awarding Body of any outcome from an appeal which has implications for the conduct of the examination or the issue of results at the centre.
- 3.4 Full details of any appeal will be made available to the Awarding Body on request.
- 3.5 If the candidate wishes to appeal against the decision of the appeal panel, details of the exam board procedure will be supplied to them within 5 working days of their written request.

This policy will be reviewed in 2023

February 2020





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## Appendix 1

### What the Senior Curriculum Leader must provide for the Appeal Panel

1. The mark scheme or marking criteria for the coursework provided by the Awarding Body.
  2. The faculty mark scheme or marking criteria given to the teachers for marking the coursework if this differs from that of the Awarding Body.
  3. Dates when the coursework was set and to be handed in for that student.
  4. The faculty policy for candidates who were absent when the coursework was set or were absent for part of the period during which the coursework was being carried out.
  5. Dates when the coursework was marked by the teachers.
  6. The name of the teacher in charge of the internal standardization.
  7. Dates when the teacher attended the last Awarding Body standardization meeting.
  8. Evidence that the information from this meeting was disseminated to the faculty.
  9. Dates(s) for faculty standardization meeting and teachers in attendance.
  10. Copy of coursework marks sent to the Awarding Body.
- The above information should be provided in a ring binder or suitably filed.
  - It would be advisable to set up this binder at the beginning of the course and update it each year.
  - If an appeal application is made, the Senior Curriculum Leader would only have a short time to provide this information for the appeal panel. **Appeals have to be made by 31 May in the year that the work was assessed.**
  - The evidence above may only be requested by an Awarding Body inspector visiting the school or the Awarding Body if a parent makes a further appeal against the panel's decision.

