



**Challney High School for Girls**

**APPEALS PROCEDURE  
FOR INTERNAL AND  
EXTERNAL  
ASSESSMENTS**

## **Internal Assessment**

An internal assessment is defined as any piece of written or practical work which is marked by the school or an external moderator which contributes to an overall qualification.

Under the Ofqual Code of Practice, the awarding bodies require examination centres to have a published Internal Appeals Procedure relating to internal assessment decisions. An appeal may only be made against the assessment process and not against the mark submitted to the awarding body.

This document should be read together with the published Challney High School for Girls Internal Appeals Policy. These documents are both available for inspection.

***After candidates' work has been internally assessed, candidates MUST be informed of the mark they have been awarded. They must also be informed that they may request copies of materials to assist them in considering whether to request a review of the mark awarded.***

***Once marks have been submitted to the awarding body they will be moderated by the awarding body to ensure consistency in marking between centres. The final mark awarded is that of the awarding body. This process is outside the control of Challney High School for Girls and is not covered by this procedure.***

### **Internal Assessment Appeals Procedure**

1. Inform each candidate with an entry for centre assessed work of the mark(s) awarded and advise them that they may request copies of materials to assist them in considering whether to request a review of the marking.
2. If a candidate has a concern with their internal assessment mark they must approach their subject teacher, who may refer it to the Head of Department. If the issue cannot be resolved by discussion between the teacher and candidate concerned, the candidate may appeal to the Examinations Officer who will follow the agreed appeals process. This is the final stage in the normal process of considering and resolving disputes and is expected to be used only in exceptional circumstances.
3. The appeal must be made in writing to the Examinations Officer by 31<sup>st</sup> April of the year that the candidate's work was assessed. The grounds for the appeal must be clearly stated.
3. The teacher concerned with the internal assessment will respond to the appeal in writing to the Examinations Officer. A copy will be given to the candidate.
4. If the candidate is not happy with the written response they have received then they can request a personal hearing before an appeal panel. Appeals must be made in writing by the candidate's parent/carer to the Examinations Officer. Their request must be made within two days of receipt of the teacher's written response.
5. The head of centre will appoint a senior member of staff, i.e. an Assistant Headteacher or a Deputy Headteacher, to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject. An experienced Head of Department or School Governor will also be on the panel to act as an independent party.

6. The candidate may bring a single parent, carer or friend to the hearing.
7. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific associated documents. The enquiry will be completed by the end of June in that examination series.
8. The candidate/parent/carer will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to internal assessment procedures.
9. Records of the request for appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the awarding body if required.

### **What the Head of Department must provide for the Appeal Panel**

1. Departmental minutes from the first meeting of the school year to indicate that the school procedure for internally assessed work was discussed and given out to new and existing staff.
  2. The mark scheme or marking criteria provided by the awarding organisation.
  3. The departmental mark scheme or marking criteria given to the teachers if different to that of the awarding organisation.
  4. Dates when the work was set and due to be handed in.
  5. Evidence that all teaching groups were given the same length of time to complete the work.
  6. The departmental policy for candidates who were absent when the work was set or were absent for part of the period during which the work was being completed.
  7. Dates when the work was marked by teachers.
  8. The name of the teacher in charge of the internal standardisation or internal verification (IV).
  9. Dates when the teacher attended the last standardisation meeting.
  10. Evidence that the information from this meeting was disseminated to the department.
  11. Dates for departmental standardisation meetings and the teachers in attendance. If the teacher assessing the work was absent, what was done to ensure that the information was passed on?
  12. Copy of the marks sent to the awarding organisation.
- **The above information should be provided in a ring binder or suitable file.**
  - **It would be advisable to set up this file at the beginning of the course and update it each year.**

- If an appeal is made, the Head of Department will only have a short time to provide this information to the appeal panel. Appeals have to be made by 31<sup>st</sup> April in the year that the work was assessed.
- The evidence above may only be requested by an Inspector or awarding organisation if a parent makes a further appeal against the panel's decision.

## **External Assessment**

An external assessment is defined as any piece of written or practical work which is marked by an external examiner which contributes to an overall qualification.

### **JCQ Post Results Services and Enquiries about Results**

Once an overall result has been published on Results Day, various Post Results Services are available. These are only available to candidates sitting GCSE, GCE, Principal Learning & Projects (including Extended Project).

Centres with candidates who have not achieved the grade(s) that were expected of them may wish to pursue an Enquiry About Results (EAR) on behalf of a single candidate or a whole cohort.

There are five EAR services available:

1. Clerical checks
2. Review of original marking
3. Review of original moderation
4. Access to scripts
5. Appeal against a review outcome

*For more information regarding these services, please see the JCQ publication 'Post Results Services'*

All school EAR requests will be made at the discretion of the Department Leaders and approved by SLT. It is imperative the centre has written permission from each candidate concerned before processing a request for clerical re-checks or a post-results review of marking. The candidate must fully understand that their marks for a given assessment may change following an EAR and this could result in subject grades being raised or lowered.

Candidates wanting to request an EAR are encouraged to speak to their subject teacher.

Payment will be made by the school or the candidate where the candidate has made a request for an EAR. Candidates will need to sign a form acknowledging that their results may go down as well as up before a submission is made to the exam organisation.

Any copy exam scripts to be used for teaching purposes must be agreed with the student before they are requested.

Dates and costs for all Post Results Services are published by each awarding body.

## **Non JCQ awarding organisations**

Each awarding organisation publishes their own policies and procedures for post results services, enquiries about results and appeals. Full information of options and costs etc. can be found on their websites.