



## St Richard Reynolds Catholic College

**Policy:** Internal Appeals Policy – Exams 2018/19

**Date of publication:** June 2017

**Date of approval by Governing Body:** Sept 2017

**Date of next review:** Sept 2019

### Purpose of Policy

This policy outlines the assessment appeal procedure for all SRRCC students and staff concerning coursework, internal and external examinations. This policy applies to all students and staff of SRRCC, including EYFS.

### INTERNAL APPEALS PROCEDURE

for complaints concerning the procedures used in internal assessment of GCSE coursework

*(Please note that appeals cannot be made regarding the actual marks or grades submitted by the school for moderation by the Awarding Bodies).*

In accordance with the Code of Practice for the conduct of external qualifications produced by JCQ, St Richard Reynolds Catholic College is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant Specifications for each subject.
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and/or assessment attend any compulsory training sessions.

### Written Appeals Procedure

Each Awarding Body publishes procedures for appeals against its decisions, and the Examinations Officer will be able to advise students and parents of these procedures. Appeals may be made to the school regarding the procedures used in internal assessment, but not the actual marks or grades submitted by the school for moderation by the Awarding Body.

A student or parent/carer wishing to appeal against the procedures used in internal assessments must contact the Examinations Officer in writing no later than two weeks after the internal grade is confirmed to the student.



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On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer, the Head of Department and the Leadership Team line manager for the Department.

This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body. The appellant 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 to further protect the interests of the candidates.

### **Statement for Students:**

“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) you should see the Examinations Officer as soon as possible.”

### **Internal Assessment Procedure – Appeals**

**PLEASE NOTE:** appeals may be made regarding the procedures used in internal assessment but not the actual marks or grades submitted by the school for moderation by the awarding body

- This is to let you know how to appeal about the procedures used in internal assessment for work that contributes to a GCSE/GCE award.
- The procedure at SRRCC will be supervised by the Examinations Officer.
- Any appeal will be considered by at least three members of SRRCC staff, including the Examinations Officer and a member of the school’s Leadership Team.
- You will be allowed to be supported in the presentation of your case by a parent, guardian, or friend.
- A written record of all Appeals will be held in the Examinations Office. This will include a record of the outcome, including the reasons for that outcome. A copy will be sent to you.
- All Appeals will include a review of the procedure used at SRRCC to award marks for internal assessments to ensure that this complies with the requirements of the Awarding Body, and the published Code of Practice.
- SRRCC will inform the Awarding Body of the outcome of any Appeal which has implications for the issue of results at SRRCC and full details of any Appeal will be made available to the Awarding Body on request.

### **How do I make an Appeal?**

You should seek advice from your tutor or relevant subject teacher.

If you wish to make an appeal, please contact the Examinations Officer.