

Internal Appeals Procedure

After preliminary discussions with the relevant Head of Department and subject teachers, the procedure below can be initiated:

1. 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. The appeal must be made in writing to the School's Examinations Officer by 31 May of the year that the coursework was assessed. The grounds for the appeal must be clearly stated.
3. The Headteacher will nominate a senior member of staff, normally the Examinations Officer (EO), to lead the enquiry provided that the EO has played no part in the original assessment process.
4. The teacher(s)/Head of Department concerned in making the assessment, which is the subject of appeal, will be given the opportunity to see a copy of the appeal and to prepare a written response. A copy of the response will be forwarded to the candidate.
5. If the candidate is not happy with the written response they will be given the opportunity of a personal hearing in front of a panel. The candidate can be supported in the presentation of their case by a parent/carer/friend.
6. An experienced Head of Department (not involved in the assessment decision in question) and School Governor (to act as an independent member) will be on the panel. The teacher(s)/relevant Head of Department and candidate will have the opportunity to hear each others submission to the panel at the hearing.
7. The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed by the end of June of that examination series.
8. The panel's findings will be formally reported back to the candidate/parent/carer by the end of the academic year.
9. The School will inform the Awarding Body if there is any change to an internally assessed mark as a result of an appeal.
10. Records of the request for the 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 relevant 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 coursework was discussed and given out to new and existing members of the department. Absentees were given their copy.
2. The mark scheme or marking criteria for the coursework provided by the Awarding Body.
3. The departmental mark scheme or marking criteria given to the teachers for marking the coursework if this differs from that of the Awarding Body.
4. Dates when the coursework was set and to be handed in for that student.
5. Evidence that all teaching groups have been given the same length of time.
6. The departmental 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.
7. Dates when the coursework was marked by the teachers.
8. The name of the teacher in charge of the internal standardization.
9. Dates when the teacher attended the last Awarding Body standardization meeting.
10. Evidence that the information from this meeting was disseminated to the department.
11. Dates(s) for departmental standardization meeting and teacher in attendance.
12. If the teacher assessing the piece of coursework was absent, what was done to ensure that the information was given to the teacher?
13. 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 HoD 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.