

## Internal Appeals Policy - Internally Assessed Modules



Date: September 2010

Reviewed: September 2019

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### Statement of commitment

St Thomas More High School will, in line with the GCSE, BTEC and GCE Code of Practice produced by the Joint Council for the General Qualifications and agreed by the awarding bodies follow the Internal Appeals Policy stated below.

- a. At the same time as subject leaders are introducing coursework all candidates will be informed that there is an appeals procedure relating to internal assessment and that copies of the procedures are available from all Subject Leaders and the Examinations Office.
- b. The Examinations Officer will manage internal appeals.
- c. Students that wish to appeal against the mark of their internally assessed module should initially raise any concerns with their subject teacher. If there is no resolution then the matter should be passed to the Subject Leader. Where this does not satisfactorily address the concern the matter should be drawn to the attention of the Examinations Officer who will consult with the Headteacher. If the concern is still not resolved to the satisfaction of the candidate then a request should detail the reason for the appeal.
- d. Students that wish to appeal against a mark for any externally assessed work either examination result or coursework should raise any concerns with the Examinations Officer or the Subject Leader. If the Subject Leader agrees that an appeal should be lodged the Examinations Officer will complete the necessary paperwork and the school will fund the appeal. If the Subject Leader thinks that the correct mark has been awarded and there is no reason to support an appeal then any candidate still wishing to lodge an appeal would do so with the assistance of the Examinations Officer but it would be at their own expense.
- e. The appeal panel will consist of two members of staff who have not been involved in the internal assessment decision. The member of staff who has assessed the work will be present at the appeal panel. The panel will be convened by the Examinations Officer but it would be at their own expense.

- f. Should the student be required to put their case to the panel they can be supported during the presentation by a parent/guardian/responsible adult.
- g. There will be a written record of the appeal, including the decision reached and the reasons for this decision. A copy of this will be sent to the student.
- h. Students will be able to gain access to the following information regarding internal assessment by approaching either their subject teacher or the relevant Subject Leader:
  - The marks awarded for the internal assessment
  - All comments recorded by the centre that relate to their internally assessed work
  - Any correspondence between the centre and the awarding body relating to their internally assessed work
  - Information available at the time of the appeal, as to whether their work was sampled by the awarding body
  - The moderation mark given by the awarding body if known
  - The relevant awarding body procedures for the conduct of internal assessments
- i. Any formal appeal should include a review of the internal procedures used by the centre to award the marks for internal assessments and should consider whether those procedures conformed to the awarding body's Code of Practice.
- j. All internal appeals should have been considered and resolved by the date of the last externally assessed paper of the series or the end of the assessment period. If there are difficulties meeting this deadline then the Examinations Officer should raise concerns with the awarding body.
- k. The centre must inform the awarding body of the outcomes of any appeals if their outcome will affect the issuing of results at the centre.
- l. The student may be asked to contribute towards administrative costs of an appeal.
- m. Full details of an appeal must be made available to the awarding body on request.

This policy will be reviewed every 12 months by the Quality Nominee which is currently Mrs E Hinkins.