



MOUNTS  
BAY

# Appeal Against Internal Assessment Policy

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# Appeals Against Internal Assessment Policy

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## Aim of Policy

### This policy arises because:

Under section 2, paragraph 19, subsection IX of the Joint Council Code of Practice, the Awarding Bodies require school centres offering their examinations to:

1. have a published appeals procedure relating to internal assessment decisions;
2. make this document available and accessible to candidates.

## Policy Statements

Mounts Bay Academy is committed to ensuring that whenever its staff assess the work of candidates for external qualifications, this is done fairly, consistently and in accordance with the specification for the qualification concerned.

Assessments will be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The work of candidates must be produced and will be authenticated according to the requirements of the awarding body. When assessment of a piece of work is divided among several staff, consistency will be maintained by internal moderation and standardisation.

If a candidate feels that these procedures have not been carried out in relation to his or her work he or she should first discuss the matter with their subject teacher and, if necessary, with the Head of Subject. If the problem cannot be resolved in this way, the candidate may use the formal appeal procedure described below.

Appeals may be made only against the procedures that led to the assessment and not against the mark or grade.

## Internal Procedure

This procedure is available from the Vice Principal who is responsible for Examinations and the Examinations Officer.

Appeals will be investigated by the Vice Principal. If the Vice Principal is directly involved in the assessment in question, the Principal will appoint another member of staff of similar seniority to conduct the investigation.



Appeals should be made as soon as possible, in writing, stating the details of the complaint and the reason for the appeal to the Vice Principal responsible for Examinations. The appeal form – see attachment 1 - should be signed by both the candidate and parent/guardian. The application must be made as soon as the circumstances become known (within two weeks) and always before the date of the first written paper of the examination series.



The Vice Principal responsible for Examinations or appointed member of staff will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and the examinations code of practice of the QCA. This will be done before the end of the examination series.



The subject teacher(s) concerned with making the assessment will be given the opportunity to see the candidate's appeal and respond to the appeal in writing. A copy of this response will be sent to the candidate within one week of receiving the completed appeal form.



The candidate must state in writing if they are satisfied/not satisfied with the written response they have received from the teacher within one week.



If the candidate is not satisfied, the candidate will be invited (with reasonable notice) to a personal hearing. This invitation will be in writing and will include a copy of all relevant documentation (eg given marks, assessments made). The candidate must be accompanied by a parent/guardian. The teacher(s) and candidate will be given the opportunity to hear each other's submission to the panel at the hearing.



The panel will comprise a senior member of staff and a governor, both of whom will have had no dealings with the case prior to the hearing.



The candidate will be informed in writing of the outcome of the appeal including any correspondence with the board, any changes made to the assessment of the work, and any changes made to improve matters in future. This will be received by the candidate within two weeks of the hearing.



The outcome of the appeal will be made known to the Principal, and will be logged as a complaint. The Academy will maintain a written record of all appeals. This record will include the outcome of the appeal and reasons for that outcome. This record will be made available to the Awarding Body at their request. Should the appeal bring any significant irregularity to light, the Awarding Body will be informed.



The Academy will inform the relevant Awarding Body if there is any change to the internal assessment mark as a result of the appeal.



If the Academy's appeal process has been exhausted and the student is still not satisfied with the outcome of the internal appeal, the student can appeal directly to the Awarding Body within 20 days of the assessment. This appeal must be accompanied by evidence that the student has first appealed to the Centre. It is expected that learners will only appeal directly to the Awarding Body in exceptional circumstances.

Notes to parents and students that should be considered before starting an appeal:  
After work has been assessed internally it is moderated by the Awarding Body (Examinations Board) to ensure consistency between Schools. Such moderation rarely changes the marks awarded for internally assessed work. That is outside the control of and is not covered by this procedure. If you have concerns about it, please ask the Examinations Officer for a copy of the appeals procedure of the relevant Examinations Board.

To assist the process the Subject Leader must provide:

1. Departmental minutes to indicate that the school procedure for internally assessed coursework was discussed and given out to new and existing members of the department, as well as absentees.
  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 when it was 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 standardisation.
  9. Dates when the teacher in charge of department standardisation attended the last Awarding Body standardisation meeting.
  10. Evidence that the information from this meeting was disseminated to the department.
  11. Date(s) for departmental standardisation meeting(s) and names of teachers 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 subject leader would only have a short time to provide this information for the appeal panel.

- The evidence above may 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.

## Internal Appeals Procedure

*Please complete and return to Examinations Officer,  
Mounts Bay Academy, Boscathnoe Lane, Heamoor, Penzance. TR18 3JT*

Candidate's Full Name: \_\_\_\_\_

Subject: \_\_\_\_\_

Subject Teacher: \_\_\_\_\_

Details of Complaint:

Reason for Appeal:

*If needed, please continue on additional page and attach to this sheet.*

Signed: \_\_\_\_\_ Parent or Carer      Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Candidate      Date: \_\_\_\_\_

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For Centre Use Only

Prepared By

Name of Investigator: \_\_\_\_\_

Date Procedure received: \_\_\_\_\_

Did assessment conform to QCA/Exam Board requirements?

Date response requested to subject area: \_\_\_\_\_

Date response received: \_\_\_\_\_

Copy of subject teacher's response sent to candidate:

Date reply received from candidate & outcome: \_\_\_\_\_

Request for appeal to panel made? \_\_\_\_\_

Date of appeal: \_\_\_\_\_

Date invitation sent to candidate: \_\_\_\_\_

Members of the Panel:

Outcome of Appeal:

Date information sent to candidate:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**In the event of an appeal going to an external appeal panel**