



## Icknield Community College

### Arrangements for internal appeals against internal assessment decisions

Internal assessment covers all areas of assessment produced by candidates, marked by teachers and submitted to an Awarding Body for moderation.

Examples are controlled and practical assessments, and coursework portfolios and projects.

Icknield Community College is committed to ensuring that whenever its staff marks candidates' work that is internally assessed, that this is done fairly, consistently and in accordance with the Awarding Body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Icknield Community College is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the Awarding Body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation procedures will ensure consistency in marking.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of the appeals procedure.

**N.B: an appeal may only be made against the assessment process and not against the mark submitted to the Awarding Body.**

Each Awarding Body publishes procedures for appeals against its decisions, and the Exams Manager will be able to advise candidates and parents of these procedures.

Appeals may be made to the school regarding enquires about results, if a candidate disagrees with the centre decision not to support an enquiry about results and the **procedures** used in internal assessment but **not the actual marks submitted** by the school for moderation by an Awarding Body.

In the first instance the candidate and/or parent or carer should discuss any concerns with the Head of Faculty. Most cases should be resolved this way.

If matters raised are not resolved, the dissatisfied party must submit a written appeal to the Headteacher who will carry out an investigation. This written appeal must be received by the school no later than two weeks before the last timetabled examination in the series (eg the last GCSE written paper in the June GCSE series). The letter should state the reasons for the appeal.

On receipt of a written appeal an enquiry into the internal assessment will be conducted by the Assistant Head (Curriculum) or another member of the Leadership Team who will not have had any involvement in the internal assessment process for

that subject. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.

The teacher(s) involved in making the assessment and the subject leader will be given a copy of the appeal and will be asked to respond in writing. A copy of the response will be passed to the appellant.

The appellant will be informed in writing of the outcome of the appeal, including any relevant communications with the Awarding Body.

If the appellant is not satisfied with the written response, then they can request a personal hearing. The request must be in writing and within two weeks of the written response.

The hearing panel will consist of at least two individuals who had not previously dealt with the particular case. One of the individuals will be a member of the Leadership Team and the second an independent person, whether another member of staff, or, for example, a school governor.

If a personal hearing is granted, then the appellant will be given all relevant documents prior to the hearing and the candidate may be accompanied by a parent/ carer or friend. The teacher(s) and candidate will both be given the opportunity to hear each other's submission to the panel.

The outcome will be communicated in writing to the appellant within one week of the review or hearing.

The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the Awarding Body upon request. Should the appeal bring any irregularity in procedures to light, the Awarding Body will be informed.

The Exams Manager will keep a record of all the details of the appeal.

After candidates' work has been internally assessed, it is moderated by the Awarding Body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Icknield Community College and is not covered by this procedure.