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# APPEALS ABOUT INTERNAL ASSESSMENT DECISIONS AND ENQUIRIES ABOUT RESULTS

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## RATIONALE

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This policy covers

- 1) The appeals procedure relating to internal assessment decisions
- 2) The procedure for handling disputes when a candidate or carer disagrees with a decision by the centre not to support an enquiry
- 3) Enquiries about results (re-mark)

Such a process will normally be required when all other mechanisms within the centre (for example, discussions between candidates/carer/s and the Head of Centre) have failed to resolve the matter. It will be the final stage in the normal process of considering and resolving disputes. It is expected that it will only be used in exceptional circumstances.

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## OBJECTIVES

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- 1) To outline the detailed procedures to cover an appeal relating to an internal assessment decision.
- 2) To outline the detailed procedures to be used when handling disputes when there is a disagreement between the college and the candidate or carer when the college does not support an enquiry

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## GUIDELINES

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### **Internal Assessment decisions (points 1, 2 in Rationale)**

- 1) The HT member with oversight of ARR (currently) H Cassidy is nominated to manage appeals. This officer is responsible for disseminating the information to all candidates and their carer(s) about the appeals procedure and informing the Head of Centre about the existence and outcome of such appeals.
- 2) The appeal applies only to procedures used in arriving at internal assessment decisions and does not apply to the judgement themselves; you cannot appeal against the mark or grade only the procedures used.

- 3) An appeal should be made in writing stating the details of the complaint and the reasons for the appeal and by 15<sup>th</sup> May at the latest, to allow time for the process to be carried out the Awarding Body to be informed. The parent or guardian must make the appeal in writing to the School's Examination Officer: *Appeals should normally be made by 15<sup>th</sup> May for examinations in the summer series (this deadline may be extended in exceptional circumstances in situations where the coursework marking and moderation schedule extends beyond this time).*
- 4) There will be an opportunity for the teacher concerned in making the assessment, which is the subject of the appeal, to see a copy of the appeal and to respond to this in writing with a copy of the response sent to the candidate.
- 5) If the candidate bringing the appeal is not happy with the written response they have received, they will be given the opportunity to have a personal hearing. The candidate will be given reasonable notice of the hearing date; they will have sight of all the relevant documents (e.g. the marks given, the assessment made) to the case in advance of the hearing. Where a candidate is presenting their own case they will be allowed to be accompanied by a (single) carer/friend. The teacher(s) and candidate will have the opportunity to hear each other's submission to the panel at the hearing.
- 6) The panel will consist of a HT member and a member of the Governor's Curriculum committee.
- 7) The enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body and the 'Code of Practice'
- 8) A written record of all appeals will be maintained by the College. This record will include the outcome of the appeal and the reasons for that outcome. The centre will send a copy of the record to the candidate, and where appropriate, to their carer/s within ten working days.
- 9) If there are any changes to an internally assessed mark as the result of the appeal. The College will inform the Awarding Body.

**Note:**

Each awarding body specified detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgement on marks awarded is that of the awarding body. Appeals against matters outside the school's control will not be considered in the School's appeals procedure.

**Enquiries about results (re-mark) – point 3 in Rationale**

In cases of Enquiries about results, where the school does not uphold a request for such an enquiry, the student may normally pay to have an enquiry carried out. Where the student wishes to challenge the decision not to hold an enquiry or consequent appeal, a similar procedure to that mentioned above will be carried out. The student will be required to sign to confirm that they understand that their grade could be lowered, stay the same or be raised as a result of the enquiry.

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# DOCUMENT HISTORY

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<b>Policy Author / Adopted By</b>	<b>Reviewed By</b>	<b>Date</b>
G Pocock		May 2005
To Be Reviewed		Jan 2007
	Curriculum Governors	29 <sup>th</sup> April 2008