



## Hutton C of E Grammar School – Internal Appeals Procedure



### Policy on Internal Assessment for Qualifications with English Awarding Bodies

In accordance with the Code of Practice for the conduct of external qualifications produced by JCQ, Hutton C of E Grammar School is committed to ensure that:

- ❖ Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
- ❖ Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject.
- ❖ The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- ❖ Staff responsible for the internal standardisation and/or assessment attends any compulsory training sessions.
- ❖ For external exams, we will support and submit an enquiry about results application if agreed, before JCQ's deadlines.

### Written Appeals Procedure

- ❖ Each Awarding Body publishes procedures for appeals against its decisions and the Examinations Officer will be able to advise students and parents of these procedures.
- ❖ Appeals may be made to the school regarding the *procedures* used in internal assessment *but not the actual marks or grades* submitted by the school for moderation by the Awarding Body.
- ❖ A student or parent wishing to appeal against the procedures used in internal assessments should contact the Examinations Officer as soon as possible to discuss the appeal and a written appeal must be received by the Examinations Officer and Mr M Livingstone (Assistant Headteacher) *at least two weeks before the date of the last external examination in that subject.*
- ❖ On receipt of a written appeal, the Examinations Officer and Mr M Livingstone will conduct an inquiry into the internal assessment. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.
- ❖ The teacher concerned will see a copy of the appeal, will be able to respond in writing and a copy of this written response will be given to the candidate. The student will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates.
- ❖ If the candidate is not happy with this written outcome, they can ask for a personal hearing at which to present their case. This hearing will be held in front of the same panel with the addition of a governor. Both the teacher and the candidate concerned will have the opportunity to hear each other's submission to the panel. The candidate may be accompanied by a parent.
- ❖ The outcome of the Appeal will be notified to the candidate and the teacher involved and to the Awarding Body if there is any change to candidate marks. This latter course of action would only arise if the panel found that correct procedures had not been followed and required the work to be reviewed.

### Statement for Students:

*"If at any stage during your exam courses you have any concerns about the procedures used in assessing your internally marked work for public examinations you should see the Examinations Officer as soon as possible."*