

INTERNAL APPEALS PROCEDURE FOR INTERNALLY ASSESSED GCSE/GCE MARKS AND ENQUIRES ABOUT RESULTS FOR EXTERNAL QUALIFICATIONS

St Bernard's Catholic Grammar School is committed to ensuring that the assessment of students' work for external qualification, is fair, consistent and in accordance with the specification for the qualifications concerned.

In accordance with the JCQ General Regulations for Approved Centres, St Bernard's Catholic Grammar School is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
- Assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification;
- The consistency of the internal assessment is secured through internal standardisation as necessary;
- Staff responsible for internal standardisation attend any compulsory training sessions.

Written Appeals Procedure

If a student feels that the above procedures have not been followed in relation to his/her work, he/she may make an appeal. An appeal can only apply to the **procedure** used in arriving at the internal assessment decisions and **does not** apply to the judgements themselves ie an appeal cannot be made about the mark given only the procedure used to obtain the mark.

- Appeals should be made in writing as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series.
- Appeals should be made in writing by the candidate's parent/guardian to the Examinations Officer. The appeal will then be investigated by the Examinations Officer plus two other members of staff (the Head of Year and the Deputy Head) who have not been involved in the assessment in question. If the Examinations Officer was directly involved in the assessment the Headteacher will appoint another member of staff of similar or greater responsibility to conduct the investigation.
- The investigation will consider whether the procedures used for the internal assessment conformed to the published requirements of the awarding body and the JCQ General Regulations for Approved Centres.
- The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
- The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. This complaint will then be reported to the Governing Body. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.
- Should the appellant be dissatisfied with the procedure implemented or outcome of the appeal, they have the right to escalate their complaint following the procedures outlined in the school's Complaints Policy.

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation may change the marks awarded for internally assessed work. That is outside the control of St Bernard's Catholic Grammar School and is not covered by this procedure. If you have any concerns, please ask the Examinations Officer for a copy of the appeals procedure of the relevant awarding body.

Enquiries about Results (EAR)

Where a candidate is unhappy with the mark for a particular written exam, a clerical check or review of marking may be requested via the Exams Office. The candidate will be required to acknowledge in writing that the grade may be confirmed, raised or lowered and will be responsible for paying the relevant fee at the time of the request. The procedure for requesting an EAR is available from the Exams Office and all students are notified of the deadlines.

Approved by the Governors' Achievement Committee 8th March 2017

Review Date: March 2019

