

Sir Jonathan North Community College

APPEALS AGAINST INTERNAL ASSESSMENT DECISIONS FOR EXTERNAL QUALIFICATIONS

The following appeals procedure relating to appeals against internal assessment decisions is available to candidates with the support of their parents/carer/person with legal responsibility when all other mechanisms within the centre (for example, discussion between candidates/carer and the Head of the 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 be used only in exceptional circumstances.

Sir Jonathan North Community College is committed to ensuring that whenever its' staff assess students' work 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. Students' work will be produced and authenticated according to the requirements of the Awarding body. Where a set of work is divided between staff; consistency will be assured by internal moderation and standardisation.

If you feel that this may not have happened, you may make use of this appeals procedure.

Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

1. Appeals should be made as soon as possible, and must be made at least three weeks before the end of the last externally assessed paper in the examinations series i.e. the appeal must be made before the second week in June for the summer series as presently timetabled.
2. Appeals should be made in writing, stating the details of the complaint and the reasons for the appeal to the Examinations Officer, who will investigate the appeal. If the Examinations Officer is not able to conduct the investigation for some reason, the Head of Centre will appoint another member of staff of similar or greater seniority to conduct the investigation.
3. A copy of the appeal will be given to the teacher who made the assessment decision and she/he will have the opportunity to respond in writing to the person conducting the investigation. A copy of any written response will be sent to the candidate.
4. The Examinations Officer or other member of staff will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and Ofqual's Code of Practice for GCSE, GCE, Principal Learning and Project qualifications. This will be done before the end of the series. (Currently the end of June for the summer series).
5. You will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of your work, and any changes made to improve matters in the future.
6. You will have an opportunity to have a personal hearing if you are not happy with the written response you have received. The panel will comprise of at least two individuals who have not previously dealt with the case. One of the individuals will be a senior member of staff and the second another independent person, whether another member of staff, or, for example, a governor. You will be given reasonable notice of the hearing date; you will have sight of all the relevant documents to the case in advance of the hearing, such as the marks given and the assessments made. You may be accompanied by a single carer or friend. The teacher(s) and candidate will have the opportunity to hear each other's submission to the panel at the hearing.
7. A written record of the appeal will be kept which will record the outcome of the appeal and the reasons for the outcome. A copy will be sent to the candidate and, where appropriate their carer within a week of the appeal. The outcome of the appeal will be made known to the Head of Centre and 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.
8. The Awarding body will be informed of any change to an internally assessed mark as a result of on appeal.

After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of the college 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 awarding body.

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