



SIR JONATHAN NORTH COMMUNITY COLLEGE

Knighton Lane East, Leicester LE2 6FU

A SPECIALIST ARTS COLLEGE



The following appeals procedure relating to appeals against internal assessment decisions is available to candidates with the support of their parents/guardians when all other mechanisms within the centre (for example, discussion between candidates/carer/s 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.

APPEALS AGAINST INTERNAL ASSESSMENT OF WORK FOR EXTERNAL QUALIFICATIONS

Sir Jonathan North Community College is committed to ensuring that whenever its staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the examinations board. Where a set of work is divided between staff; consistency should 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 two weeks before the end of the last externally assessed paper in the examinations series i.e. the appeal must be made before the third week in June for the summer series as presently timetabled.
2. Appeals should be made in writing 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. 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 the examinations code of practice of the QCA. This will be done before the end of the series. (Currently the end of June for the summer series).
4. 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.
5. 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. The teacher(s) and candidate will have the opportunity to hear each other's submission to the panel at the hearing.
6. The outcome of the appeal will be made known to the Head of Centre. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally it is moderated by the awarding body (examinations board) 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 examinations board.