



## DENEFIELD SCHOOL GOVERNORS' POLICY ON APPEALS AGAINST INTERNAL ASSESSMENT OF WORK FOR EXTERNAL QUALIFICATIONS

### Rationale

Denefield School is committed to ensuring that whenever its staff assesses students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments and controlled 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.

### Aims

If a student feels that this may not have happened in relation to his/her work, she/he 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.

This procedure is available from the Exams Office, and is posted on the Exams Noticeboard.

### Policy Detail

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. (So the appeal must be made before a date in mid-June for the summer series as presently timetabled.)
2. Appeals should be made in writing to the Examinations Officer, who will refer it to the Senior Leadership Team (SLT) member responsible for exams to investigate the appeal.
3. The Examinations Officer and SLT member will decide whether the process used for the internal assessment conformed to the requirements of the awarding body and the examinations code of practice of the Qualifications and Curriculum Authority (QCA). This will be done before the end of the series. (Currently the end of June for the summer series.)
4. Students will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of the work, and any changes made to improve matters in future.
5. The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint under the complaints procedure. 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.
6. Should a student wish to appeal against the outcome, this should be done in writing to the Headteacher within 7 days of being informed of the decision.
7. 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 for internally assessed work. This is outside the control of Denefield School 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.

### Links to other Policies & Documents

This policy should be read in conjunction with the Assessment Policy.

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**Approved by FGB:** July 2008  
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