

St Mary's CE High School

Internal Appeals Process for Public Exams

Responsibility: I Lissamore

Date: Summer 2010

Date of next Review: Summer 2015

Signed: Chair of Governors

Signed: Head Teacher

ST MARY'S CE HIGH SCHOOL
INTERNAL APPEALS PROCESS FOR PUBLIC EXAMINATIONS

St Mary's High School is committed to ensuring that whenever staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the exam specification. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the subject specification. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to his/her work, s/he may make use of this appeals procedure. Before appealing, the candidate or parent/carer should have attempted to resolve the matter by other means, for example discussion with the teacher or the Head of Centre. The appeal will be the final stage in the normal process of considering and resolving disputes. It is expected that it will only be used in exceptional circumstances.

Note that appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the school for moderation by the awarding body.

Appeals procedure for Internal Assessment Decisions

- 1) The Examinations Officer shall be responsible for:
 - a) managing appeals about the process used for Internal Assessment (including coursework)
 - b) ensuring candidates and parents/carers are aware of the procedures
 - c) informing the Head of Centre about appeals and their outcomes
 - d) informing the Exam boards of any changed decisions.
- 2) Appeals should be made in writing to the Examinations Officer as early as possible, and at least two weeks before the end of the last externally assessed paper in the examination series in that subject.
- 3) The Examinations Officer will give a copy of the written appeal to the teacher who made the assessment and the Head Teacher. The teacher will be given the opportunity to respond to it. A copy of the response shall be given to the candidate or parent/carer and to the Head Teacher.
- 4) If the candidate or parent/carer is not happy with the written response, then they may request a personal hearing. This request must be made within 24 hours of receipt of the written response.

- 5) On receipt of the request for a personal hearing the Examinations Officer shall give the candidate or parent/carer reasonable notice of the date of the hearing, bearing in mind any Examination Board deadlines.
- 6) The candidate or parent/carer shall be given copies of any relevant documents.
- 7) The Examinations Officer shall name the members of the panel, who will not have had any previous dealing with the case. The panel will consist of at least two of: the Examinations Officer, a member of the School Leadership Team, a governor, a second teacher.
- 8) A candidate who is presenting their own case may be accompanied by a friend or parent/carer. Parents/carers presenting the case on behalf of the candidate may also choose to be accompanied.
- 9) The teacher and the candidate (and/or their parent/carer) will be present to hear each other's submission.
- 10) Having heard the evidence the panel will reach their decision which shall be communicated in writing to the appellant within 24 hours.
- 11) Where a panel decides to uphold the appeal against an incorrect process in assessing the work and this leads to a change in an internally assessed mark or to a decision to make an Enquiry, the school shall inform the Examination Board within 24 hours.
- 12) These procedures have been agreed for use at all schools in the South Broxbourne Partnership. In the context of the Partnership, the Examination Officer referred to above will be the Examination Officer at the host school. Normally the panel referred to above will include at least one representative from each school.