

Kettering Buccleuch Academy
Internal Appeals Procedure

Students and their parents have the right of appeal regarding the application of internal assessment decisions.

The procedure for appealing is as follows:

- 1) Students and their parents have 2 weeks after they have received notification of an internal assessment decision to lodge an appeal against the decision.
- 2) The Head of Data and Assessment with responsibility for examinations is the member of staff nominated to manage appeals.
- 3) The appeal must be made in writing to the Head of Data and Assessment, stating the details of the complaint and the reason for the appeal.
- 4) The appeal will be acknowledged in writing within 2 working days.
- 5) A copy of the appeal will be given to the teacher responsible for the assessment decision and they will be given 5 working days to respond in writing. A copy of this response will be sent to the student.
- 6) If the student is unhappy with the written response, they may request a personal hearing. This hearing will be chaired by a Deputy Principal. Also present will be the teacher responsible for the assessment decision, the Head of Data and Assessment and the Examinations Officer who will be responsible for recording the minutes of the hearing.
- 7) The student may be accompanied by one person at the hearing.
- 8) The hearing will take place no later than 4 weeks after receipt of the initial appeal. The timescales are dictated by the need to notify Awarding Bodies swiftly and in time for marks to be amended and certificates printed.
- 9) The outcome of the hearing will be recorded and the Awarding Body will be informed by the Examinations Officer if there is any change to an internal assessment decision as a result of the appeal.

Updated November 2011