

Internal Assessment Appeal Process

KBA is committed to ensuring that whenever 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 a student feels that this may not have happened in relation to his/her work, s/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 policy details the procedure regarding appeals by students relating to internal assessment decisions conducted by this Centre and submitted to Awarding Bodies to contribute to GCSE or GCE awards.

This policy is designed to promote quality, consistency, accuracy and fairness in assessment and thus, awarding.

The School's Commitment

1. This written appeals policy will be made available to students through the Exams Office.
2. This appeals policy will be reviewed annually by the school's Exams Officer and Assistant Principal responsible for examinations.
3. The Exams Office will keep records of all appeals. The written record will include the outcome of the appeal and clear reasons for that outcome. A copy will be sent to the candidate.
4. Appeals will be considered by at least two individuals who had not previously dealt with the particular case. One of the individuals will be a senior member of staff and the second another independent person, which could be another member of staff, or, for example a governor.
5. The candidate making the appeal should be supported in the presentation of their case by a parent/guardian.
6. Candidates will be able to gain access to:-
 - a) The marks awarded to them for an internal assessment
 - b) All comments recorded by the school relating to their internally assessed work – feedback on grades/mark.
 - c) Any correspondence relating to their internally assessed work between the school and the Awarding Body.
 - d) Information, if available at the time of the appeal, as to whether the work was sampled by the Awarding Body.
 - e) The moderated mark given by the Awarding Body, if known.
 - f) Relevant Awarding Body procedures for the conduct of internal assessments.

Appeals Procedure

1. In the first instance the candidate should discuss their internally assessed work with their subject teacher. After this initial discussion, if the candidate still wants to appeal against the process, they should make a written application using the attached form.
2. The completed Appeal Form should be received by the Head of Department within 3 days of the marks being published.
3. The teacher concerned in making the assessment, which is the subject of the appeal, will be given a copy of the appeal and asked to respond in writing, with a copy sent to the candidate.
4. The candidate will then be given the opportunity to have a personal hearing if they are not happy with the written response they have received. The candidate will be given reasonable notice of the hearing date; they will have access to all relevant documentation in advance and should be accompanied by a parent/guardian. The teacher and the candidate will have the opportunity to hear each other's submission to the panel at the hearing.
5. The outcome of the appeal will be notified to the parent/guardian within 3 days of the hearing.
6. The school will inform the Awarding Body if there is any change to an internally assessed mark as a result of an appeal.

INTERNAL ASSESSMENTS APPEAL PROCESS

Appeal Notification
Form

Student Name

Tutor Group

Appeal Details
Subject and Course
Assessment Information (please include the module/unit title and the assessment title, teacher teaching and marking the assessment)
Reason for appeal (please give brief notes regarding your reason for appeal)

Signed (student)

Date

Name:

Signed (parent)

Date

Please ensure this is sent to the Head of Department. Once received you will get confirmation that your appeal notification has been received, and information on the next stage.