

BEACONSFIELD HIGH SCHOOL INTERNAL APPEALS PROCEDURE for complaints concerning the procedures used in internal assessment of coursework and controlled assessment

(Please note that appeals cannot be made regarding the actual marks or grades submitted by the school for moderation by the Awarding Bodies)

Policy on Internal Assessments for Qualifications with English Awarding Bodies

In accordance with the Code of Practice for the conduct of external qualifications produced by the QCA, Beaconsfield High School is committed to ensuring that:

- Internal assessments are conducted by trained staff who have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant Specifications for each subject.
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and/or assessment attend any compulsory training sessions.

Written Appeals Procedure

Each Awarding Body publishes procedures for appeals against its decisions, and the Examinations Officer will be able to advise students and parents of these procedures.

Appeals may be made to the school regarding the *procedures* used in internal assessment, but *not the actual marks or grades* submitted by the school for moderation by the Awarding Body.

A student or parent wishing to appeal against the procedures used in internal assessments should contact the Examinations Officer, Mrs Garcia, as soon as possible to discuss the appeal, and a written appeal must be received by the School *at least two weeks before marks are submitted to the Awarding Body (by 21.4.2017 latest)*.

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by senior members of staff appointed by the Headteacher (eg the Examinations Officer, the Head of Department and a member of Leadership Team). This enquiry will consider whether the procedures used in the internal assessment conformed to the subject specific published requirements of the Awarding Body.

The appellant will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates.

School Policy On Enquiries About Results

The school will support all enquiries about results provided:

- a) the candidate gives written consent
- b) the candidate incurs all costs associated with the enquiry

Statement for Students:

“If at any stage during your exam courses you have concerns about the procedures used in assessing your internally marked work for public exams (e.g. coursework / portfolio / projects/ controlled assessment) you should see the Examinations Officer, Mrs Garcia, as soon as possible”.

Notice to GCE/GCSE Examination Candidates

Internal Assessment Procedure – Appeals

PLEASE NOTE: appeals may be made regarding the procedures used in internal assessment *but not the actual marks or grades* submitted by the school for moderation by the awarding body

- This is to let you know how to appeal about the procedures used in internal assessment for work that contributes to a GCSE/GCE award.
- The procedure at Beaconsfield High School will be supervised by Mrs Garcia. Information will be available from Mrs Garcia. Mrs Smith will be aware of the details of all appeals in progress, and advised of their outcome.
- Any appeal will be considered by at least three members of Beaconsfield High School staff, including the Examinations Officer and a member of the school's Leadership Team.
- You will be allowed to be supported in the presentation of your case by a parent, guardian, or friend.
- A written record of all Appeals will be held in the Examinations Office. This will include a record of the outcome, including the reasons for that outcome. A copy will be sent to you.
- All Appeals will include a review of the procedure used at Beaconsfield High School to award marks for internal assessments to ensure that this complies with the requirements of the Awarding Body, and the published Code of Practice.
- You must complete the relevant form at least two weeks before marks are submitted to the Awarding Body (before 21 April 2017 latest). An internal Appeal will be resolved by the date of the final written examination paper of the session.
- Beaconsfield High School will inform the Awarding Body of the outcome of any Appeal which has implications for the conduct of examinations of the issue of results at Beaconsfield High School and full details of any Appeal will be made available to the Awarding Body on request.

How do I make an Appeal?

- You should seek advice from your tutor or relevant subject teacher.
- If you wish to make an Appeal, please fill in the 'FORM FOR THE LOGGING OF STUDENTS' COMPLAINTS'. A blank copy of this will be available from the Examinations Office.
- Return the completed form to Mrs Garcia.