

## **INTERNAL ASSESSMENT OF EXAM WORK – APPEALS PROCEDURE**

*This document is available on [www.sibfordschool.net](http://www.sibfordschool.net)*

It may be that, at some time during your GCSE, A level, or other examination course, you are awarded an assessment mark that you do not feel reflects the standard of the work you have produced. In the first instance, it is important to discuss the matter with the teacher who awarded the mark to be sure that you understand his/her reasons for doing so.

If you still feel dissatisfied it is possible to make a formal written appeal against the internal assessment. Should this be the case you have the right to gain access to:

- the marks awarded to you by the centre for an internal assessment
- all comments recorded by the centre relating to your internally assessed work
- any correspondence between the centre and the Awarding Body relating to our internally assessed work
- information, if available at the time of the appeal, as to whether your work was sampled by the Awarding Body
- the moderated mark given to the work by the Awarding Body, if known
- relevant Awarding Body procedures for the conduct of internal assessments.

### **Appeals Procedure**

Michael Goodwin, Head, is the nominated member of staff to whom any appeal against an assessment by a member of the teaching staff should be submitted. The appeal should be made in writing stating the details of the complaint and the reason for the appeal.

Upon submission, all appeals will be considered by at least three people, at least two of whom have not been involved in the internal assessment decision.

If you wish to appeal against an internal assessment, you may be supported in the presentation of your case by a parent, guardian or friend.

A written record of the outcome of any appeal, together with the reasons for that outcome, will be copied to you.

It is important that, if you wish to appeal against any internal assessment, you do so as soon as possible and prior to the end of the examination session for the subject concerned. The school must receive a written appeal at least two weeks before the date of the last external examination in the particular subject the appeal relates to.

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This appeals procedure can also be used if the school has not supported an enquiry relating to examination results.

All enquiries about results should be discussed with the Examinations Officer, Liz Malone, as soon as possible. The school must submit examination enquiries within three weeks of the results publication date.

If the school is unable to support the enquiry, a written appeal against this decision must be made within seven days of notification of the school's decision.

The same procedures as outlined for appeals against an assessment mark will apply.