



Bailey Street Alternative Provision Academy

Appendix G Appeals against Internal Assessment for External Qualifications (GCSE) Including Controlled Assessments/Coursework

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REVIEW COMMITTEE	This policy will be reviewed by the Governing Body on an annual basis
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Signed:	Date:
Title:	
Signed: On Behalf of the Management Committee	Date:
Title:	

APPENDIX G

Bailey Street Alternative Provision Academy

Appeals against Internal Assessment for External Qualifications (GCSE) Including Controlled Assessments/Coursework

In accordance with the Code of Practice for the conduct of external qualifications produced by QCA, The Hollies Pupil Referral Unit is committed to ensuring that:

- all work submitted for internal assessment is marked fairly, consistently and in accordance with the specification for the qualification concerned;
- where a number of teachers are assessing work for the same specification, internal moderation and standardisation will assure consistency;
- internal assessments are conducted by appropriately trained staff who have the understanding, knowledge and skills required;
- assessment of Students' work should be produced and authenticated according to the requirements of the specification;

If a student believes that this may have not happened in relation to his/her work then s/he may make use of this appeals procedure.

Please Note: Appeals may *only be made against the process* that led to the assessment and not against the mark or grade.

Stage One

Appeals Procedure

- Appeals should be made as soon as possible, and should normally be made by 30th April for examinations in the summer series.
- Appeals must be made in writing to the Examinations Officer.
- The enquiry into the internal process will normally be led by the Examinations Officer or member of the senior staff appointed by the Headteacher (provided that neither has played a part in the original internal assessment process).
- The Examinations Officer or other member of staff will decide whether the process used for the internal assessment conformed to the requirements of the awarding body and the examination Code of Practice of the QCA. This will be completed before the end of the series.
- A copy of the appeal will be given to the teacher who made the original assessment. The teacher will be able to respond to the appeal in writing, and a copy of this will be sent to the appellant.

The appellant will be informed in writing of the outcome of the appeal, including any correspondence with the board; any changes made to the assessment of the work; and any steps taken to further protect the interest of candidates.

The outcome of the appeal will be made known to the Headteacher. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

If the appellant is unhappy about the written response, s/he can ask for a further investigation.

Stage Two

- If the appellant is still dissatisfied with the decision after Stage 1, s/he has the right to appeal to the 'Appeals Panel'.
- The Appeals Panel will consist of two persons not previously involved, normally the Head Teacher and another.
- The appellant will be asked whether s/he wishes to speak to the panel or wishes to be represented or accompanied by a parent, guardian or friend or make a written submission.
- The details of the investigation conducted in Stage 1 will be made available to the panel.
- The Examinations Officer and original assessor will be asked to meet the Panel to answer any further questions.
- The Panel will discuss and consider the information and a decision will be given to the appellant in writing within 5 working days of the meeting.
- A written record of the second appeal will be kept and made available to the Awarding Body at their request.

Note

Each Awarding Body specifies detailed criteria for the internal assessment of work. After work has been assessed internally, it is moderated by the Awarding Bodies to ensure consistency between Exam Centres and between cohorts. Such moderation frequently changes the marks awarded for internally assessed work. It must be noted that this is outside the control of the school and cannot be covered by this appeals procedure. If you do have concerns about this, please ask the Examination Officer for a copy of the appeals procedure of the examination board.

If a student has a complaint about Enquiry About Results the above process should be followed.

Enquiries about Results and Appeals for External Assessed Work (GCSE) and Controlled Assessments/Coursework

The awarding bodies offer the following Enquiry about Results (EARs) services:

- Service 1 (Clerical re-check)
This is a re-check of all clerical procedures leading to the issue of a result. CANDIDATE CONSENT IS REQUIRED. The target for completion is within 20 calendar days of the awarding body receiving the request.
- Service 2 (Post-results review of marking)

This is review of the original marking to ensure that the agreed mark scheme has been applied correctly. CANDIDATE CONSENT IS REQUIRED.
There is a priority service where a candidate's place at HE is dependent on the outcome. The target for completion is within 30 calendar days of the awarding body receiving the request.

- Service 3 (Post-results review of moderation)

This is a process in which the original moderation is reviewed to ensure that the required assessment criteria have been fairly, reliably and consistently applied. Please note that that if the centre's coursework have been accepted without change by an awarding body, this service will not be available. Candidate consent is not required.

All EAR services must be applied for through the **Delivering** Examinations Office (i.e. where the subject was delivered). There are strict deadlines for all these services.