



# The Polesworth School

ENSURING EXCELLENCE

## Internal Assessment Appeals Policy

The Polesworth School is committed to ensuring that where staff assess students' work for external qualification, this is done consistently and in accordance with the specification for a specific subject.

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

Assessment will be conducted by staff who have relevant knowledge and understanding and who have been trained in the process.

The policy applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgements themselves.

### Commitment

- ◆ This policy will be made available to students requesting a copy by application to the Exams Office.
- ◆ The policy will be regularly reviewed by the school Governors.
- ◆ The Exams Office will manage the appeals process, record all appeals and the subsequent decisions.
- ◆ Appeals must be made in writing to the Exams Office and a copy of the appeal and decision will be sent to the candidate within 5 working days of the final decision.
- ◆ The school via the Exams Office will inform the Awarding Body of any outcome from an appeal which has implications for the conduct of the examination or the issue of results at the school.
- ◆ Full details of any appeal will be made available to the Awarding Body on request.
- ◆ Appeals will be dealt with before the date of the last externally assessed paper of the series.

## **Procedure**

- ◆ Appeals must be made in writing to the Exams Office.
- ◆ Students should request an Appeal Notification Form from the Exams Office and all supporting evidence should be included with the appeals notice.
- ◆ Appeals must be made at least 2 weeks before the date of the last externally/internally assessed paper of the series.
- ◆ The enquiry into the internal process will be considered by an appeals panel of at least 3 people, at least one of whom has not been involved in the internal assessment.
- ◆ The candidate making the appeal should be accompanied by a parent/guardian or friend at the time of the hearing.
- ◆ If a candidate intends to use any written materials at the hearing, copies are to be provided to the Exams Manager 7 days prior to the hearing. This material will be distributed to the appeals panel in advance of the hearing.
- ◆ Records of the request for the appeal, the evidence, deliberations of the panel will be kept by the Exams Manager and made available to the awarding body if required. The school will inform the awarding body if there is any change to an internally assessed mark as a result of an appeal.

## **Appeals against External Assessment Marks**

Where a student is unhappy with mark/grade awarded for a particular examination unit, a clerical check or re-mark may be requested from the awarding body via the Exams Manager after discussion with the relevant Head of Department. The decision as to whether to support such an enquiry will be made by the school on the basis of several factors, including knowledge of the exam system and professional judgement. Where the school does not uphold a request for such an enquiry the student may normally have to pay. Payment will be returned if an appeal is upheld by the awarding body. Students will be required to acknowledge that their grade may be confirmed, raised or lowered.

Mrs M Favell  
Headteacher

December 2015



# The Polesworth School

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## ENSURING EXCELLENCE

### Internal Assessment Appeal Notification Form

Student Name \_\_\_\_\_ Tutor Group \_\_\_\_\_

Appeal Details	
<b>Subject and Course</b>	
<b>Assessment Information</b> (please include the module/unit title and the assessment title, teacher teaching and marking the assessment)	
<b>Reason for Appeal</b> (please give brief notes regarding the reason for appeal)	
Signed (Student)	Date
Parent (if student under 18)	
Signed	Name

# Assessment Appeals Procedure

## Appeals against Internal Assessment (coursework)

The Polesworth School is committed to ensuring that where staff assess students' work for external qualification, this is done consistently and in accordance with the specification for a specific subject.

A copy of the Internal Assessment Appeals Policy is available from the Exams Office on request.

In the event of an appeal, the following procedure must be followed:

### Procedure

- ◆ Appeals must be made in writing to the Exams Office.
- ◆ Students should request an Appeal Notification Form from the Exams Office and all supporting evidence should be included with the appeals notice.
- ◆ Appeals must be made at least 2 weeks before the date of the last externally assessed paper of the series.
- ◆ The enquiry into the internal process will be considered by an appeals panel of at least 3 people, at least one of whom has not been involved in the internal assessment.
- ◆ The candidate making the appeal should be accompanied by a parent/guardian or friend at the time of the hearing.
- ◆ If a candidate intends to use any written materials at the hearing, copies are to be provided to the Exams Manager 7 days prior to the hearing. This material will be distributed to the appeals panel in advance of the hearing.
- ◆ Records of the request for the appeal, the evidence, deliberations of the panel will be kept by the Exams Manager and made available to the awarding body if required. The school will inform the awarding body if there is any change to an internally assessed mark as a result of an appeal.

## Appeals against External Assessment Marks

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