



PLYMOUTH HIGH SCHOOL FOR GIRLS

**POLICY: Internal Assessment & Examinations Appeals Policy  
2015-2016**

**SLT LINK MEMBER: Pete Neve**

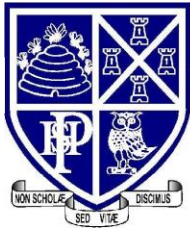
**GOVERNORS SUB COMMITTEE: T & L**

This policy was adopted/updated: July 2015

This policy will be reviewed: July 2016

Statutory Policy: NO

Source: School



## Plymouth High School for Girls

### Internal Assessment & Examinations Appeals Policy 2015-2016

#### Policy Statement

The Joint Council for Qualifications requires that centres have a published appeals procedure relating to internal assessment decisions and that it is available and accessible to students.

#### Examination appeals procedures

This procedure should be followed where a student wishes to appeal against an internal assessment decision relating to coursework, controlled assessment or examination work, or where a student wishes to appeal against the school's decision not to support an enquiry about results issued by an awarding body.

**The school must ensure that work submitted by students for assessment is authenticated as the student's own original work.**

Students are given written guidance about awarding bodies' regulations relating to coursework and controlled assessment, and the deadlines for submission at the beginning of the course.

Students should be given adequate and appropriate time to produce the coursework.

The school is committed to ensuring that when 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 that have appropriate knowledge, understanding and skills.

Students' work should be produced and authenticated according to the requirements of the examination board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation. If students believe that this may not have happened in relation to their work, they 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.**

After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. **Such moderation frequently changes the marks awarded for internally assessed work. This is outside the control of the school and is not covered by this procedure.** Details of the appeals procedure for the relevant awarding body are available from the examination officer.

Staff responsible for internal standardisation of a subject will attend any training sessions held by the relevant awarding body.

### **Practice**

The appeal should be made in writing to the Head Teacher, as soon as possible, and the reasons for the appeal clearly stated.

The members of staff involved in making the assessment which is the subject of the appeal will receive a copy of the appeal letter and will have the opportunity to respond in writing.

If the student is not happy with the written response, a personal hearing will be convened. The student must receive five working days' notice of the hearing date and can have access to all relevant documents before the hearing.

### **Appeals procedure**

The Appeal Panel should be comprised of three individuals who have had no previous involvement with the case – ideally a member of the Senior Management Team and two members of the governing body.

The student may be accompanied by a parent or friend when presenting their case. The member of staff who made the original assessment may also be accompanied by a friend.

The student must be notified of the outcome of the appeal within five working days.

Any change that is made to an internally assessed mark as a result of an appeal must be reported to the awarding body immediately.

### **GCSE and A level results**

- When results are published appropriate staff will distribute results, be available to give guidance to students and prepare data for publication and monitoring purposes
- This service will be supported by member(s) of the administrative staff.

**Internal examinations**

- The subject leader will decide on the nature of the assessment for all internal examinations.
- The cost of internal examination papers is the responsibility of the subject areas.

**Head of Centre** Miss Mary Utton

This policy is due for next **review** on 1<sup>st</sup> July 2016.