

Parkstone Grammar School



EXAMINATIONS – INTERNAL APPEALS POLICY

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TYPE OF POLICY	Non-Statutory



EXAMINATIONS – INTERNAL APPEALS POLICY

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Appendix 1: statement for display in school



1. Safeguarding

Parkstone Grammar School is committed to ensuring that all students are supported appropriately when they raise a justified concern.

2. Equal Opportunities

Parkstone Grammar School is committed to treating all staff and students with respect, taking into account issues recognised by the Equality Act.

3. Aims of the Policy

Parkstone Grammar School is committed to ensuring that whenever its staff assesses students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to her work, she may make use of this appeals procedure.

4. Procedure for Controlled Assessment/Coursework

- a. Students should initially raise any concerns about their internally assessed coursework with the Examinations Administrator who will consult with the Headteacher. If the concern is still not resolved to the satisfaction of the candidate, a request can be made in writing by the student's parent/carer, for the matter to move to formal appeal.
- b. Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (eg the last GCSE written paper in the June GCSE exam series).
- c. Appeals should be made in writing by the candidate's parent/carer to the Examinations Administrator who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. If the Examinations Administrator is not able to conduct the investigation for some reason, the Headteacher will appoint another member of staff of similar or greater seniority to conduct the investigation.
- d. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the QCA.
- e. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
- f. The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.



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. The result of this moderation is not known until after results have been published. That is outside the control of Parkstone Grammar School and is not covered by this procedure. If you have concerns about external moderation, please ask the Examinations Officer for a copy of the appeals procedure of the relevant awarding body.

5. Procedure for Internally Assessed Year 12 Examinations

- a. Students should initially raise any concerns about their internally assessed examinations with the Academic Head of Sixth Form or Key Stage Manager who will consult with the Headteacher. If the concern is still not resolved to the satisfaction of the candidate, a request can be made in writing by the student's parent/carer, for the matter to move to formal appeal.
- b. Appeals should be made as early as possible after the publication of results and no more than one week after this date.
- c. Appeals should be made in writing by the candidate's parent/carer to the Academic Head of Sixth Form or Key Stage Manager who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. If the Academic Head of Sixth Form or Key Stage Manager is not able to conduct the investigation for some reason, the Headteacher will appoint another member of staff of similar or greater seniority to conduct the investigation.
- d. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to Parkstone best practice, i.e.
 - An appropriate mark scheme was followed
 - Work was assessed in line with Year 1 standards
 - Where appropriate, moderation of marking was carried out on a sample of work.
- e. The appellant will be informed in writing of the outcome of the appeal and the Headteacher notified.

6. What actions are the school taking to enforce this policy

All candidates and parents are informed that the appeals procedure relating to internal assessment decisions exists. Copies of the procedure can be obtained from the School Office or the Examinations Administrator

7. What will everyone do to uphold the policy

The Examinations Administrator has been nominated by the Head of Centre to manage Internal Appeals.

The Head of Centre will be made aware of any internal appeals and the outcome of the appeal.

Heads of Subject and teachers will mark assessed work with due regard and reference to the appropriate mark scheme and internally moderate grades where work has been assessed by two or more staff.



8. Who should people contact if they have a question or suggestion for improvement?

Examinations/Controlled Assessment Malpractice Procedure

The Examinations Administrator or the member of Leadership Group with responsibility for Examinations.

9. Links to Existing Policies

The policy links to

Controlled Assessment Policy,

Data Protection Policy and



Appendix 1: statement for display in school

INTERNAL APPEALS POLICY

Procedure for Controlled Assessment/Coursework

In line with the Code of Practice for public examinations produced by the Joint Council for General Qualifications and agreed by the Awarding Bodies, Parkstone Grammar School has produced and follows an Internal Appeals Policy for Internally Assessed examination modules.

Students should initially raise any concerns about their internally assessed coursework with the Examinations Administrator who will consult with the Headteacher.

If the concern is still not resolved to the satisfaction of the candidate, a request can be made in writing by the student's parent/carer, for the matter to move to formal appeal.

The Examinations Administrator has been nominated by the Head of Centre to manage Internal Appeals. The Head of Centre will be made aware of any internal appeals and the outcome of the appeal.

Procedure for Internally Assessed Year 12 Examinations

Students should initially raise any concerns about their internally assessed examinations with the Academic Head of Sixth Form or Key Stage Manager who will consult with the Headteacher.

If the concern is still not resolved to the satisfaction of the candidate, a request can be made in writing by the student's parent/carer, for the matter to move to formal appeal.

Appeals should be made as early as possible after the publication of results and no more than one week after this date.

Appeals should be made in writing by the candidate's parent/carer to the Academic Head of Sixth Form or Key Stage Manager who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision.

All candidates will be informed that the appeals procedure relating to internal assessment decisions exists. Copies of the procedure can be obtained from the School Office or the Examinations Administrator