

INTERNAL APPEALS & ENQUIRIES PROCEDURE

INTERNAL APPEALS

This is the policy for Internal Assessments for Qualifications with English and Welsh Awarding Bodies (GCSE, GCE, Functional Skills, BTEC other qualifications within the National Qualifications Framework or Qualifications and Credit Framework.)

In accordance with the Code of Practice for the conduct of external qualifications produced by the QCA, St. John's is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject.
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and assessment attend any compulsory training sessions organised by the Awarding Bodies.

Written Appeals Procedure

Each Awarding Body publishes procedures for appeals against its decisions and the Assistant Vice Principal (AVP) (Exams) (currently Mr D P Rogan) can advise students and parents of these procedures.

Appeals may be made to the school about the procedures used in internal assessment, but not the actual marks or grades submitted by the school for moderation by the Awarding Body. The appeal is made by a candidate (student), but we would usually expect the student's parent to help and support their appeal.

Internal assessment is work marked by teachers, which is usually sent to the Awarding Body for moderation at the end of the course. It includes non-examination assessment at GCSE, AS and A-level and assignments in vocational courses.

A student or their parent who wants to appeal against the procedures used in internal assessments should contact the AVP (Exams) as soon as possible to discuss the appeal and a written appeal must be received by the Principal at least three weeks before the date of the last written examination in the subject or the end of the summer term for courses with no written examinations.

The procedures included in internal assessment will include the conditions under which the work is completed, the nature of interim feedback given to students (where this is permitted), opportunities for resubmissions or retakes (where permitted) and the internal standardisation of work across all teachers of a subject to ensure that work is marked to the same standard

When we receive a written appeal, we will carry out an enquiry into the internal assessment by a member of the school's Senior Leadership Team (the Principal, Vice Principal or an Assistant Vice

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Principal) with advice from the AVP (Exams). This enquiry will consider whether the procedures used in the internal assessment decision conformed to the published requirements of the Awarding Body. The teacher concerned will see a copy of the appeal, will be able to respond in writing and a copy of this written response will be given to the candidate.

The student will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates.

If the candidate is not happy with this written outcome, they can ask for a personal hearing at which to present their case. This hearing will be held in front of the same panel with the addition of a member of the St John's Local Governing Body. Both the teacher and the candidate concerned will have the opportunity to hear each other's submission to the panel. The candidate may be accompanied by a parent.

The outcome of the Appeal will be notified to the candidate and the teacher involved and to the Awarding Body if there is any change to candidate marks. This latter course of action would only arise if the panel found that correct procedures had not been followed in such a way that required the work to be re-marked.

In the case of BTEC qualifications students have a final right of appeal to the Awarding Body, details of which would be provided after an unsuccessful internal appeal.

Statement for students

"If at any stage during your exam course you have concerns about the procedures used in assessing your internally marked work for public exams (controlled assessment / portfolio / projects) you should see the Assistant Vice Principal (Exams), Mr Rogan, as soon as possible."

Statement for parents

"If at any stage during your son/daughter's exam course you have concerns about the procedures used in assessing internally marked work for public exams (controlled assessment / portfolio / projects/assignments) you should contact the Assistant Vice Principal (Exams), Mr Rogan, as soon as possible."

ENQUIRIES ABOUT RESULTS

All Awarding Bodies have a process for making Enquiries about Results (EaRs). This can take the form of a clerical check, a re-mark of an examination script or the re-moderation of coursework. These are the various processes by which candidates can verify that their examination work has been marked accurately.

Most EaRs are made on behalf of individual candidates, but some are made for larger groups. EaRs for individual candidates are paid for in advance by the candidate. Information about fees is included when results are issued. The Awarding Bodies set a deadline for applications to be

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received and the school will set an internal deadline in advance of this to ensure all applications can be processed in time. An application will only be made if the school supports it. EaRs are usually carried out immediately after results are received and actioned by the school.

Forms for making an enquiry are in the Exams section of the school's website.

If the school decides not to support an EaR, the candidate may submit an appeal against this decision to the Assistant Vice Principal (Exams) at least 1 week before the final date of receipt of EaRs by the Awarding Body. (This is usually on or around 20th September.) This appeal will then be considered by a panel consisting of the (AVP) Exams and a member of the Strategic Leadership Team who has not been party to the previous decision. The panel will meet quickly in order that an EaR may be submitted by the deadline should the panel deem it necessary.

The school will not support late applications for EaRs, unless there are very strong mitigating circumstances, such as the candidate not being notified of results.

When the school has concerns about the accuracy of marking for a whole cohort, the school will submit an EaR, having first secured the permission of the students involved.

The school will generally make and pay for a routine enquiry about results for students who achieve grade 3 or 4 in GCSE Maths or English (Grades in both language and literature will be considered.) and are within 3 raw marks of the published grade 3/4 or 4/5 boundary. This is in recognition of the importance of these qualifications in progression to level 3 study, particularly that students not achieving grade 4 will have to re-sit the qualification until they pass. The school will pay for enquiries in these circumstances.

Financial support is available for candidates to make EaRs subject to the usual criteria for providing such support. Candidates should write to the AVP (Exams).

<i>Version</i>	<i>3.2</i>
<i>Policy reviewed</i>	<i>June 2018</i>
<i>Next review date</i>	<i>June 2019</i>
<i>Person responsible</i>	<i>Mr D P Rogan</i> <i>Assistant Vice Principal</i>