

Appeals Against Internal Assessment of Work

MAY 2012

The Joint Council for Qualifications (JCQ) provides guidance through the document Post Results Service on how a Centre may make an application for an enquiry about a result. Awarding bodies will inform Centres as to how they can make a formal appeal following the conclusion of the enquiries about the result process. An appeal can be made to the school by a candidate concerning the procedures followed in relation to the internal assessment of coursework.

Bettridge School is committed to ensuring that whenever its staff assesses students' work for external qualifications, 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, the JCQ document instructions for conducting coursework and portfolios and any awarding body specific guidance. 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/his work, she/he 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 submitted by the centre for moderation by the awarding body.

This procedure is available from the exam office and is posted on the exams noticeboard.

1. Appeals should be made as early as possible and at least three weeks before the centre deadline for submission of coursework marks to the Awarding Body.
2. Appeals should be made in writing stating the details and reasons of the complaint/appeal by the candidate's parent/carer to the exam officer (EO), who will investigate the appeal with at least one other member of staff who has not been involved in the internal assessment decision. If the EO was directly involved in the assessment in question, the Headteacher will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise if the EO is not able to conduct the investigation for some other reason, the Headteacher will appoint another member of staff.
3. 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 Exams Delivery Support Unit (EDSU).

4. The appellant will be informed in writing (within 7 working days) 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
5. If the appellant is unhappy with the outcome of the appeal as outlined in the written response, he/she may request a personal hearing with a panel of at least two individuals who have not previously been involved in the case, usually a member of the Centre's Senior Leadership Team or a member of the Centre's Management Committee. The panel will usually be appointed by the Senior Leadership Team, or exceptionally, by the Management Committee. The panel will meet with the appellant within seven working days of the request. The appellant will be allowed sight of all relevant documentation and when presenting the case, may be accompanied by a representative – friend/parent/carer/guardian. The teacher responsible for the disputed assessment and the appealing candidate or their representative, will be given the opportunity to hear each other's submission to the panel. Following the hearing, the panel will inform the appellant in writing of the decision within two working days and where appropriate, confirmation that the Centre has informed the Awarding Body of any change to a previously notified internally assessed mark as a result of the appeal.

The outcome and rationale 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. This is outside the control of staff at Bettridge School and is not covered by this procedure. If you have concerns about it, please ask the EO for a copy of the appeals procedure of the relevant awarding body.

Appeals against Centre Decisions about Enquiries about Results (EARS).

In cases of Enquiries about Results, where the centre does not uphold a request for such an enquiry, the student may normally pay to have an enquiry carried out. Where a student wishes to challenge the decision not to hold an enquiry or consequent appeal, a similar procedure to that outlined above will be conducted.