



Internal Appeals Procedure

Certain GCSE, GCE and other qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by Carrington School and internally standardised. The marks awarded (the internal assessment decisions) which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation.

Appeals against internal assessment decisions (centre assessed marks)

Carrington School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the regulations and awarding body's specification and subject-specific associated documents.

Students' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Carrington School is committed to ensuring that work produced by students is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking students' work, internal moderation and standardisation will ensure consistency of marking.

If a student, when notified, does not agree with the coursework marks awarded by a teacher, and the disagreement cannot be resolved by discussion between the teacher and/or subject lead and the student concerned, then the student may appeal to the Exams Officer, who will put into action the agreed appeals process.

An appeal may only be made against the assessment process and not against the mark to be submitted to the awarding body.

Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in the examination series.

- Appeals must be made in writing (using the internal appeals form, available from the Exams Officer)
- If a student wishes to appeal about his/her internal assessment marks for coursework, then the following procedures should be followed:
 - The appeal should be made in writing to the Exams Officer stating the details of the complaint and the reasons for the appeal
 - Candidates will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of their work in meeting the published assessment criteria
 - The school must receive the appeal in writing by the published deadline
 - The teacher(s) concerned in marking the assessment, which is the subject of the appeal, will respond to the appeal in writing to the Exams Officer; a copy will be given to the student.
 - If the student is not happy with the written response they have received, then they can request a personal hearing before an appeals panel
 - The Exams Officer must receive the request for a personal hearing within two days of receipt of the written reply to the initial appeal
 - The appeals panel will consist of 3 people: the subject teacher concerned, the subject lead and one person who has not been involved in the internal assessment decision, a member of SLT
 - Should the student be required to present his/her case to the Panel they can be supported in the presentation by a parent/carer or friend
 - A written record will be kept of the proceedings. This will include the outcome and the reason/s for that outcome. A copy will be sent to the student

Students will be able to gain access to the following by approaching the subject teacher:

- The marks awarded for the internal assessment
- Candidates may request copies of materials (for example, as a minimum, a copy of their marked assessment material (work) and the mark scheme or assessment criteria plus additional materials which may vary from subject to subject) to assist them in considering whether to request a review of the centre's marking of the assessment

- If having received a request for copies of materials, promptly make them available to the candidate (or for some marked assessment materials, such as art work and recordings, inform the candidate that these will be shared under supervised conditions) within 3 calendar days. Candidates will not be able to access original assessment material unless supervised
- All comments recorded by the school relating to their internally assessed work
- Any correspondence between the school and the Awarding Body relating to their internally assessed work
- Information available at the time of the appeal, as to whether their work was sampled by the Awarding Body
- The moderation mark given by the Awarding Body if known
- Relevant Awarding Body procedures for the conduct of internal assessments

Appeals against centre decisions not to support an enquiry about results (EAR)

Following the issue of results awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the Exams Officer.

The service, Enquiries about Results (EARs), may be requested by teaching staff or students (or their parents/carers). (EAR service 3 is not available to individual students). If a query is raised about a particular examination result, the exams officer, teaching staff and SLT will investigate the feasibility of requesting an enquiry at the schools expense.

When the school does not uphold a request from a student, the student may pay the appropriate fee, and a request will be made to the awarding body on the student's behalf.

If the student (or their parent/carer) believes there are grounds to appeal against the schools decision not to support an enquiry, an appeal can be submitted to the school using the internal appeals form at least one week prior to the internal deadline for submitting an EAR.

Appeals following the outcome of an enquiry about results (EAR)

Where the Head of Centre remains dissatisfied after receiving the outcome of an EAR, an appeal will be made to the awarding body, following the guidance in the JCQ publications **Post-results services** <http://www.jcq.org.uk/exams-office/post-results-services> and **A guide to the awarding bodies' appeals processes** <http://www.jcq.org.uk/exams-office/appeals>.

Where the Head of Centre is satisfied after receiving the outcome of an EAR, but the internal students' and/or their parent/carer is not satisfied, they may make a further representation to the Head of Centre. Following this, the Head of Centre's decision as to whether to proceed with an appeal will be based upon the school internal appeals arrangements. Students or parents/carers are not permitted to make direct representations to an awarding body.

The Internal Appeals Form should be completed and submitted to the school within 10 calendar days of the notification of the outcome of the enquiry. Subject to the Head of Centre's decision, this will allow the school to process the appeal and submit to the awarding body within the required 14 calendar days. Awarding body fees which may be charged for the appeal must be paid by the student on submission of the internal appeals form. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the student by the school.