

Blossom Lower School and Upper House



Internal Appeals Procedure

(includes

- Support for Enquiries about Results
- Internal Assessment Appeals policy)

Secondary, Post 16

**Last reviewed Sept 2013 Sarah Lynch
Next review due Sept 2014**

Internal Appeals Procedures

(includes support for Enquiries about Results and Internal Assessment Appeals)

Enquiries about Results

A candidate may be dissatisfied with the result awarded by the awarding body. Exam awarding bodies offer an 'Enquiry about Results' service. Full details including dates by which enquiries must be received are kept by the Examinations Officer ('Post-Results Services').

Awarding bodies charge fees for an 'Enquiry about Results', unless the subject grade is amended. If a fee is charged, it will be paid by the school.

Enquiries about Results must be made by the school, on behalf of the candidate.

If the school does not support the candidate's wish to enquire about their result, there is a formal appeals procedure as follows:

- In these instances the school will write to the candidate and parent detailing why they do not support the candidate's concerns. This will be done within 14 days of the candidate raising their concerns. Details will include past academic performance and quality of coursework if appropriate.
- If the candidate is not happy with the written response they have received, then they can request a personal hearing before an appeals panel.
- The candidate will be given at least two days notice of the hearing date.
- The candidate may bring a parent/carer to the hearing.
- The head of centre or head of department and teacher(s) involved will be present at the hearing.
- The result of the hearing must be recorded in writing and kept for inspection purposes.

Internal Assessment Appeals

Blossom House School (Upper House) is committed to ensuring that whenever staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. **(see Controlled assessment policy)**. Assessments are conducted by staff who have appropriate knowledge, understanding and skills and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the awarding body. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a student feels that this may not have been the case in relation to his/her work, he/she may use the appeals procedure outlined below. Please note that **appeals may only be made against the process that led to the assessment and not to the mark or grade awarded.**

Before making an appeal student should seek advice from the relevant subject teacher. Students must be aware that an appeal may result in an adjustment of marks upwards or **downwards**. All appeals must be submitted by the student in writing to the Head of Centre. Letters of appeals should include:

- specific information relevant to the component and
 - the grounds for which the appeal will be based upon.
1. All candidates should be informed of this Internal Appeals procedure and a copy be made available to all staff and students undertaking a course at this centre upon request.
 2. A senior member of staff nominated by the Head of the centre will manage all internal appeals. The Head of the centre will be made aware of the existence and the outcome of all internal appeals.
 3. All internal appeals will be considered by at least three people appointed at the discretion of the senior member of staff, at least one of whom will not have been involved in the internal assessment decision.
 4. There should be an opportunity for the teacher(s) concerned in making the assessment, which is the subject of the appeal, to see a copy of the appeal and to respond to this in writing, with a copy sent to the candidate.
 5. The student will have an opportunity to have a personal hearing if they are not happy with the written response they have received.
 6. A candidate should be given reasonable notice of the hearing date; they should have sight of all relevant documents (e.g. the marks given, the assessments made) in advance of the hearing. Where a candidate is presenting their own case they should be allowed to be accompanied by a (single) parent/carer/ friend. The teacher(s) and candidate should have the opportunity to hear each other's submission to the panel at the hearing.

7. A record of all appeals will be maintained by the centre, the manner of the recording will be decided upon by the senior member of staff appointed in charge of the appeals procedure.
8. The record will include the outcome of an appeal and the reasons for the decision. A copy will be sent to the candidate.
9. All internal appeals will be considered and resolved by the date of the last externally assessed paper of the series. Any difficulties in meeting this deadline will be raised with the Awarding Body.
10. Appeals will include a review of the procedures used by the centre to award marks for internally assessed components and will consider whether those procedures were in conformity with the published requirements of the Awarding Body and the Code of Practice.
11. The centre will inform the Awarding Body of any outcome from an appeal which has implications on the conduct of the examination or the issue of results at the centre.
12. Full details of any appeal will be made available to the Awarding Body upon request.
13. The centre's internal appeal decision is final.

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