

Belper School and Sixth Form Centre

Procedure for Appeals against Internal Assessment of Work For External Qualifications

Belper School is committed to ensuring that whenever their 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 his/her work, she/he may make use of this appeals procedure.

APPEALS PROCEDURE FOR STUDENTS FOLLOWING RELEASE OF CENTRE ASSESSED MARKS

Any student that is unhappy with a mark awarded from an internal assessment should follow the following procedure:-

Contact the subject teacher IMMEDIATELY in person to discuss mark and raise concerns (this discussion does not form part of the formal appeals procedure)

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Following above discussion if concerns cannot be resolved, the student should lodge an appeal in writing (within 1 week of issue of marks) to the subject Head of Faculty or Leadership Group (if the subject teacher is the Head of Faculty). The appeal should be in writing and state the full details of the complaint and the reasons for the appeal. It should be signed and dated by the student.

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Upon receipt of a written appeal the Head of Faculty or Leadership Group will provide a copy of the appeal to the subject teacher who made the assessment and request a written response from them to the appeal.

A copy of which will be sent to the student.

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The Head of Faculty will carry out a review of the assessment and respond in writing to the student. A response to be issued within 1 week of receipt of written appeal.

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If the student is not happy with the written response received, the appeal will be subject to a personal hearing. The student will be informed of the hearing date; at least 3 days' notice will be given. The student will be provided with a copy of all relevant documents (e.g. the marks given, the assessments made). The student may present their own case and will be allowed to be accompanied by a (single) carer/friend. The subject teacher and student will have the opportunity to hear each other's submission to the panel at the hearing. The panel will comprise of a member of the school's Leadership Group and a Governor who have not previously been involved with the appeal.

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The decision from the hearing will be made in writing to the candidate within 2 days of the date of the hearing. This decision will be final.

A written record of the appeal will be kept by the school and maintained by the Exams Officer. The Exam Officer will inform the Awarding Examination Body if there is any change to an internally assessed mark as a result of an appeal.

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. That is outside the control of Belper School and is not covered by this procedure. If you have concerns about it, please ask the Exams Office for a copy of the appeals procedure of the relevant awarding body.

ENQUIRIES ABOUT RESULTS

On receipt of their Exam Results students may apply for a remark of their exam paper. The request can be made through the Exam Office paid for by the student or by the school at the request of the Headteacher.

Where there is a disagreement with a decision by the centre not to support an Enquiry About Results, the candidate can make an appeal on private ground through the centre. The candidate will be required to pay for the process. The decision for the centre not to make an Enquiry About Results will be reached using the process described above.