



**COUNTESTHORPE LEYSLAND  
COMMUNITY COLLEGE**

**Internal Appeals Procedure Policy  
2017 - 2018**

## **Internal Appeals Procedure**

### **Internal Assessment Appeals Procedure**

In accordance with QCA Code of Practice the Internal Assessment Appeals Procedure is a mandatory requirement to ensure that Countesthorpe Leysland Community College is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification.
- The consistency of internal assessment is secured through internal standardisation.
- Staff responsible for standardisation have been properly trained.
- The school will comply fully with the Joint Council's guidelines.

This policy will help ensure that the appeals procedure contains transparency, right of hearing, independence in the hearing and a written record of outcomes. This procedure applies to internal assessed coursework, portfolio work, project work, etc. for all qualifications the college offers.

Appeals can only be made to the school regarding the procedures used in internal assessment, not against the actual marks or grades submitted by the school for moderation by the awarding body.

- If a student has any concerns about the procedure used to assess internally marked work for public examinations (e.g. coursework/portfolio/projects), they must initially discuss this with their tutor, teacher involved and/or Head of Department. Hopefully this will resolve the issue.
- If the concern is not resolved the candidate should contact the Examinations Officer as soon as possible to discuss whether a formal appeal could be made.
- If there is believed to be enough evidence to pursue a formal appeal the school must receive a written appeal before the end of the examination season in question, deadlines are stated below. The written appeal should state the details of the complaint and the reasons for the appeal.
- On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer, Head of Department (or representative if either were involved in the assessment in question) and a member of Senior Leadership Team.
- An opportunity will also be given for the teacher concerned to see a copy of the appeal and respond in writing.
- The enquiry will consider if the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.
- The candidate will be informed in writing of the outcome of their appeal, including details of any relevant communication with the Awarding Body and of any further steps taken to protect the interests of the candidate(s).

- If the candidate is not satisfied with the written response they have received they will be given the opportunity to have a personal hearing. Before the hearing they will be given sufficient notice of the hearing date and have access to all the relevant documentation. Where a candidate is presenting their own case they will be encouraged to be supported by a parent/guardian or friend in the presentation of their case.
- Any formal appeal is the last resort and other avenues should be explored first. An appeal would be viewed as weak if the agreed time deadlines have not been adhered to or if a candidate(s) has not tried to resolve the concern within 15 working days of the problem arising.
- Appeals will not be accepted against any mark that has been awarded, unless this has been because of a procedural error.
- A full written record of all appeals will be kept by the Countesthorpe Leysland Community College this will include the outcome of the appeal and reasons for that outcome.

This process is put in place to be used when all other mechanisms within the centre (for example discussion between candidates/carers and the head of the centre/department) have failed to resolve the matter. It will be the final stage in the normal process of considering and resolving disputes. It is expected that it will only be used in exceptional circumstances.

Deadlines for Written Formal Appeal

- Summer Exam Series – 26th May

### **Internal appeals process for appealing a JCQCIC member Awarding Body decision regarding:**

- The outcome of enquiries about results
- Decisions made in cases of malpractice
- Access arrangements and special consideration

An appeal may be made by the Head of Centre on behalf of a candidate or group of candidates, Appeals are not accepted by the boards from internal candidates and/or their parents or carers.

Should a candidate and/or their parents or carers feel that a decision by the awarding body needs to be appealed they must contact the Examinations Officer: **An Appeal can only be made by the Head of Centre.**

- You must contact the Examinations Officer within 5 working (term time) days of receiving the outcome.
- The basis of an appeal will then be investigated.
- The Head of Centre will then make a decision as to whether or not to appeal the decision.