

Appeals Against Internal Assessment of Work for External Qualifications

Shuttleworth College is committed to ensuring that whenever its staff assess 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, s/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 Exams Officer.

1. Appeals should be made as early as possible and at the very latest should be submitted before the end of the first week in May of the year in which the terminal exams are taken.
2. Appeals should be made in writing to the Exams Officer stating the details of the complaint and the reasons for the appeal.
3. The Exams Officer will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. If the Exams Officer is not able to conduct the investigation for some reason, the Headteacher will appoint another member of staff of similar or greater seniority to conduct the investigation.
4. The teacher(s) concerned in the assessment procedure which is the subject of the appeal will respond to the appeal in writing to the Exams Officer. Copies will be given to the other members of staff conducting the appeal and to the student.
5. 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 the QCA. The Exams Officer and the other two designated members of staff will meet to decide the outcome of the appeal.
6. The student will be informed in writing 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.

7. The outcome 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 may change the marks awarded for internally assessed work. This is outside the control of Shuttleworth College and is not covered by this procedure. If you have concerns about external moderation, please ask the Exams Officer for a copy of the appeals procedure of the relevant awarding body.

Reviewed May 2018
Shelly Pinder
Exams Officer