

# Appeals Procedure

Policy on Internal Assessments for Qualifications with Awarding Bodies (GCSE, BTEC, LIBF and other qualifications within the national Qualifications Network)

In accordance with the code of Practice for the conduct of external qualifications produced by the JCQ, Brayton Academy is committed to ensuring that:-

- Internal Assessments are conducted by staff that have the appropriate knowledge, understanding and skills
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject.
- The consistency of internal assessment is assured through internal standardisation as set out by the awarding bodies.
- Staff responsible for internal standardisation and assessment attend any compulsory training sessions organised by the Awarding Bodies.

## **Written Appeals procedure**

1. Each Awarding Body publishes procedures for appeals against its decisions and the Director of Examinations will be able to advise students and parents of these procedures.
2. Appeals may be made to the School regarding the procedures used in internal assessment, but not the actual marks or grades submitted by the School for moderation by the Awarding Body.
3. A student or parent wishing to appeal against the procedures used in internal assessments should contact the Examinations Officer as soon as possible to discuss the appeal and a written appeal must be received by the Headteacher at least two weeks before the date of the last written examination in the subject.
4. On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer and a member of the Schools Senior Management Team, (the Headteacher, Deputy Headteacher or an Assistant Headteacher). This will consider whether the procedures used in the internal assessment confirmed to the published requirements of the Awarding Body.
5. The appellant will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates.
6. A student of parent has the right of appeal against grades awarded by the Examination Body. In the event of the school not supporting the appeal the student/parents are required the meet the cost of the appeal.

## **Statement for students**

*'If at any stage during your exam course you have concerns about the procedures used in assessing your internally marked work for public exams (coursework/portfolio/projects) you should contact the Examination Officer as soon as possible'*

## **Statement for Parents**

*'If at any stage during your son/daughters exam course you have concerns about the procedures used in assessing internally marked work for public exams (coursework/portfolio/projects) you should contact the Examination Officer as soon as possible'*