



Montgomery High School

Internal Appeals Procedure

Approved by the Academic Standards Committee under powers delegated by
the Governing Body 29/01/14

Review Period: 3 years

In accordance with the Code of Practice for the conduct of external qualifications produced by QCA, Montgomery High School 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 the internal assessment is secured through internal standardisation as necessary
- Staff responsible for internal standardisation attend compulsory training sessions.

Written appeals procedure

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the school concerning internal assessment:

- The appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to judgements themselves, an appeal can not be made against the mark or grade, only the procedures used
- Parents or carers must make the appeal in writing to the School's Examination Officer: *Appeals should normally be made by 30th April for examinations in the summer series. This deadline may be extended in exceptional circumstances in situations where the coursework making and moderation schedule extends beyond this time*
- The enquiry into the internal process will normally be led by the Examinations Officer, provided that they have not played any part in the original internal assessment process
- The teacher making the assessment will respond to the appeal in writing and a copy will be sent to the appellant
- The enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body and the 'Code of Practice'

The appellant will be informed of the outcome of the appeal including:

- Relevant communications with the Award Body
- Any steps taken to further protect the interest of the candidates

If the appellant is unhappy about the response in writing, he/she can ask for a personal hearing, where the panel will consist of two persons, not previously involved (*normally the Head teacher and a member of the Governing body*)

Statement for Students

If at any stage during your examination courses you have concerns about the procedures used in assessing your internally marked work for Public Examinations (e.g. controlled assignments, coursework, portfolio, projects) please the Examinations Officer as soon as possible.

Enquiries about Results (EAR's – Remarks)

In cases of Enquiries about Results (EARs), where the school does not uphold a request for such an enquiry, the student may have to pay to have the enquiry carried out. Where the student wishes to challenge the decision not to hold an enquiry or consequent appeal, a similar procedure to that mentioned above will be carried out.

Note:

Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgement on marks awarded is that of the awarding body. Appeals against matters outside the School's control will not be considered in the schools' appeals procedure.

This policy draws upon the JCQ (Joint Council for Qualifications) document 'Arrangements for internal appeals about assessment decisions and enquiries about results'