

CNS



Governing Body

APPEALS PROCEDURE AGAINST INTERNAL OR EXTERNAL ASSESSMENT FOR EXTERNAL QUALIFICATIONS

Approved by Governors: September 2006



Appeals against Internal Assessment of Work for External Qualifications

City of Norwich School is committed to ensuring that whenever its 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 school 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 school for moderation by the awarding body.

This procedure is available from the Exams Office and is posted on the Exams Noticeboard.

- 1 Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (eg the last GCSE written paper in the June GCSE exam series).
- 2 Appeals should be made in writing by the candidate's parent/carer to the Examinations & Assessment Manager (EAM), who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. If the EAM was directly involved in the assessment in question, the Headteacher will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise if the EAM is not able to conduct the investigation for some other reason.
- 3 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.
- 4 The appellant 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.
- 5 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 frequently changes the marks awarded for internally assessed work. That is outside the control of City of Norwich School and is not covered by this procedure. If you have concerns about it, please ask the EAM for a copy of the appeals procedure of the relevant awarding body.

Appeals against External Assessment Marks

Where a candidate is unhappy with the mark awarded for a particular exam unit (eg written exam, coursework, practical assessment, etc), a clerical check or re-mark may be requested via the Exams Office. The candidate will be required to acknowledge that his/her grade may be confirmed, raised or lowered and will be responsible for paying the relevant fee at the time of the request. The decision as to whether to support such an enquiry will be made by CNS on the basis of several factors, including knowledge of the exam system and professional judgement.

This procedure will be reviewed in line with the policy review timetable.

Headteacher.....

Chair of Governors.....

Date.....26/09/06.....