



THE PARK COMMUNITY SCHOOL

Internal Assessment Appeals and Enquiries about Results Policy

Policy Update

Policy Lead Person:	Deputy Headteacher
Approved By:	Local Governing Board (25.06.2020)
Next Review Date Due:	06/2022

- Staff *must* sign
- Staff *should* sign

- ☐ Governors *should* sign
- ✓ Publicly Available

Internal Assessment Appeals and Enquiries about Results Policy

Internal Assessment Appeals:

Teacher assessment of work for external qualification will be fair, consistent and carried out in accordance with the requirements of the individual Examination Boards. Once the work is marked by subject teachers, it is internally moderated and standardised. A random sample is then submitted to the Examination Board for external moderation. This process ensures stringent standardisation of the marks and marking process.

If a student feels the marking process has been unfair, they may appeal against it (although not the mark itself). In the first instance, this should be submitted in writing to the Examinations Officer by 1st May in the year of assessment. A copy of this will be passed to the teacher responsible for the assessment allowing them to respond; a copy of the response will be given to the student.

If the student feels that the dispute is still not resolved, they may submit a further written appeal by 1st June in the year of assessment. The Deputy Head with responsibility for Examinations will oversee this appeal, ensuring that all of the procedures that were used in the assessment conformed to those laid down by the Examination Board. The outcome of this will be notified to the student in writing.

If the student is still dissatisfied with the response they may have the opportunity for a personal hearing and may be accompanied by a parent/carer. The hearing will be heard by a panel which includes a member of the Senior Leadership Team and an independent person, neither of whom have previously been involved in the case.

Should the appeal identify any issue with the procedures, the Examination Board will be informed.

Enquiries about Results:

After the release of examination results, should a student feel their external examination grade is incorrect they should approach the Examinations Officer within three weeks of the issue of results. The Examinations Officer will liaise with the Head of Department to identify the most appropriate course of action and will be able to advise the student on their options and any costs:

- Clerical re-check – this is a check to make sure all pages and marks have been included and counted.
- Review of marking – a senior examiner will review the marking of the paper and make sure all marks are counted.

- Review of moderation – the original moderation of internal assessments is reviewed to make sure the assessment criteria were applied fairly, reliably and consistently. This refers to Controlled Assessments or coursework.
- A student's exam paper can be returned to the centre, but it must be noted that an appeal cannot be lodged after the paper has been returned.
- Fees are payable in advance for those Enquiries about Results requested by a pupil but are refunded in full if the final grade goes up.
- However, the school may support and pay for an Enquiry about Result if, in consultation with the Head of Department, it is felt that the student may realistically benefit from the process.
- Students appealing against a result must complete a consent form which confirms that they are aware that a grade may go up, stay the same or go down.