



KINGSTONE ACADEMY TRUST

APPROVED DOCUMENT

Internal Appeals Procedure	
Relevant School/s:	KHS
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1. Appeals policy against internal assessment decisions

Kingstone High School is committed to ensuring that internal assessments (controlled assessments, coursework and portfolios of evidence) are marked and administered fairly, consistently and in accordance with the awarding body specifications and subject- specific associated documents.

This is ensured by:

- Subject staff having the necessary and appropriate knowledge, understanding, skills, and training in this activity
- Subject staff authenticating candidates' work according to the requirements of the relevant awarding body
- A process of internal moderation and standardisation led by Heads of Faculty/nominated subject staff

An appeal against internal assessment decisions can be made, based on the above not being fulfilled.

NB

1. *Appeals may only be made against the marking/assessment process, not against the mark submitted by the centre for moderation by the awarding body.*
2. *A review of moderation by the awarding body is only available for internally assessed components when marks have been changed by an awarding body during moderation. If marks have been accepted by the awarding body without change, this will not be available. A review of moderation is not available for an individual candidate.*

All appeals must follow the policy detailed below.

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 (e.g. the last GCSE written paper in the summer exam series)
2. Appeals should be made using the internal appeals form completed by the candidate (or parent/carer)
3. The head of centre will appoint a member of the senior leadership team, who has no involvement in the assessment process for that subject, to conduct the investigation

4. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements as detailed in the awarding body specification(s) and/or subjectspecific associated documents
5. 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 internal assessment.
6. The outcome of the appeal will be made known to the head of centre 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 in procedure to light, the awarding body will be informed.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation may lead to mark changes. This process is outside the control of Kingstone High School and is not covered by this policy.

Statement for Students

If at any stage during your exam courses you have concerns about procedures used in assessing your internally marked work for public exams (e.g. Internally Assessed Activity/ Controlled Assessment / Coursework / portfolio / projects) you should see an Assistant Headteacher.

Appeals policy against centre decisions not to support a Review of Results

Following the issue of results, the general qualification awarding bodies offer post-results services. Full details of these services, internal deadlines for requesting a service and fees charged will be provided by the exams officer and are available in the **External Exam Appeals Policy**.

The service, Reviews of Results (RoRs), may be requested by centre staff or candidates (or their parents/carers) if there are reasonable grounds for believing there has been an error in marking. If a query is raised about a particular examination result, the exams officer, teaching staff and head of centre will investigate the feasibility of requesting an enquiry at the centre's expense. When Kingstone High School does not uphold a request from a candidate, the candidate may pay the appropriate fee, and a request will be made to the awarding body on the candidate's behalf. If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support an enquiry, an appeal can be submitted to the centre using the internal appeals form at least one week prior to the internal deadline for submitting an EAR.

Appeals policy following the outcome of a Review of Results

Where the head of centre remains dissatisfied after receiving the outcome of a RoR, an appeal will be made to the awarding body, following the guidance in the JCQ publications Post-results services <http://www.jcq.org.uk/exams-office/post-results-services> and A guide to the awarding bodies' appeals processes <http://www.jcq.org.uk/exams-office/appeals>. This can also be found in the External Exam Appeals Policy. Where the head of centre is satisfied after receiving the outcome of a RoR, but the internal candidates and/or their parents/carers are not satisfied, they may make a further representation to the head of centre. Candidates, parents/carers are not permitted to make direct representations to an awarding body. The internal appeals form should be completed and submitted to the centre within 10 calendar days of the notification of the outcome of the enquiry. Subject to the head of centre's decision, this will allow the centre to process the appeal and submit to the awarding body within the required 14 calendar days. Awarding body fees, which may be charged for the appeal, must be paid by the appellant on submission on the internal appeals form. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

Internal appeals form

This form should be completed in all cases to lodge an appeal.

Please tick to indicate what the appeal is against:

- 1.an internal assessment decision
- 2.the centre decision not to support an enquiry about results
- 3.the outcome of an enquiry about results

Name of appellant:	
Candidate name if different to appellant:	
Awarding body	
Unit/module/exam paper code:	
Subject: Unit/module/exam paper title:	

Please state the grounds for your appeal below:

1. Appeal against an internal assessment decision

Appellant declaration: By signing here, I am confirming I understand 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's specification and subject-specific associated documents. I also understand the appeal may only be made against the marking/assessment process not against the mark submitted by the centre for moderation by the awarding body.

Signature:	
Date of signature:	

2. Appeal against the centre decision not to support an enquiry about results

Appellant declaration: By signing here, I am confirming I feel there are grounds to appeal against the centre's decision.

Signature:	
Date of signature:	

3. Appeal against the outcome of an enquiry about results

Appellant declaration: By signing here, I am confirming I understand that the grounds for my appeal must relate to the awarding body's policy or the application of the post-result service policy. I also understand that appeals do not generally involve further reviews of marking candidates' work. I also confirm that I will pay in advance any fees which may be charged by the awarding body for the appeal. I understand this fee will be refunded if the appeal is upheld.

Signature:	
Date of signature:	

The appellant declaration against the relevant appeal must be signed, dated and returned to the Exams Officer, on behalf of the head of centre, to the timescale indicated in the internal appeals policy