

# **BISHOP'S HATFIELD GIRLS' SCHOOL**

## **APPEALS' PROCEDURES FOR:**

- **INTERNAL ASSESSMENTS FOR EXTERNAL QUALIFICATIONS**
- **EXTERNALLY ASSESSED MARKS**
- **EXTERNALLY MODERATED MARKS**

<b>Date of last review:</b>	<b>Summer Term 2016</b>
<b>Date of next review:</b>	<b>Summer Term 2019</b>
<b>School Based Policy</b>	

## **INTRODUCTION**

In accordance with the Codes of Practice for the conduct of external qualifications produced by JCQ, Bishop's Hatfield Girls' School is committed to ensuring that:

- internal assessments are conducted by staff fairly, consistently and in accordance with the specification for the qualification concerned
- internal 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 who carry out internal assessments and standardisations have the appropriate knowledge, understanding and skills and have attended any compulsory training required
- staff responsible for internal standardisation attend any compulsory training sessions
- standard procedures are followed when appealing against external assessment or moderation.

## **APPEALS' PROCEDURE FOR INTERNAL ASSESSMENTS FOR EXTERNAL QUALIFICATIONS**

### **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 the judgement itself; you cannot appeal against the mark or grade, you can only appeal against the procedures used. In practice, then, this means that it is possible to appeal against a mark or grade on the grounds that the marking criteria were not correctly followed.
- The parent or carer must make the appeal in writing to the School's Examinations Officer. 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. This deadline may be extended in exceptional circumstances in situations where the coursework marking and moderation schedule extends beyond this time. If there are no externally assessed components to the examination then the appeal must be lodged within ten school days of the student being notified of the teacher's assessment.
- The enquiry into the internal process will be led by the Examinations Officer who will investigate the appeal with at least two other members of staff including a member of the Senior Leadership Team. No-one on this panel will have played any part in the original internal assessment process.
- The teacher making the assessment will be able to respond to the appeal in writing, and a copy of this response will be sent to the appellant.
- The enquiry will consider whether the procedures used for the internal assessment conformed with the published requirements of the Awarding Body and the Examinations 'Code of Practice'.

The appellant will be informed in writing of the outcome of the appeal, including any relevant communications with the Awarding Body and any steps taken to further protect the interest of the candidates or the school.

The outcome of the appeal will be made known to the Headteacher. 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.

If the appellant is unhappy about the response in writing, he/she can ask for a personal hearing, where the panel will consist of the Examinations Officer and two persons not previously involved, normally the Headteacher and a member of the Governing Body or the SLT. This hearing must be arranged as soon as practicable. The decision of this panel is final and will be communicated to the appellant in writing.

**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 School's internal appeals procedures.

## **APPEALS' PROCEDURE FOR EXTERNALLY ASSESSED OR EXTERNALLY MODERATED MARKS**

In accordance with JCQ procedures, where a candidate is unhappy with the mark awarded for any exam unit or paper (eg written exam, controlled assessment, coursework, practical assessment, etc), a clerical check or re-mark may be requested via the Examinations Office. The candidate will be required to acknowledge that his/her mark and grade may be confirmed, raised or lowered and will be responsible for paying the relevant fee when requested. The decision as to whether to support such an enquiry will be made by BHGS on the basis of several factors, including knowledge of the exam system and professional teaching judgement. However, as a general rule, where the proposed appeal only concerns an individual candidate and provided that the full fee is paid in advance by the candidate, the school will normally agree to the appeal going forward.

In the case of a proposed appeal to an examination board that would involve an entire cohort, the candidate may submit an appeal in writing to the Examinations Officer if an initial verbal request is refused. It must be noted however that under current JCQ regulations the school cannot be obliged to undertake or support an appeal in these circumstances. The decision of the Examinations Officer in this instance will be final.

### **Publicising this Procedure to Staff and Students**

Reference to this procedure will be made on communications relating to examinations and it is available to read or download on the school's website.