

INTERNAL APPEALS PROCEDURE

Policy on Internal Assessments for Qualifications with English Awarding Bodies

In accordance with the Code of Practice for the conduct of external qualifications produced by the QCA, Tring 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 is produced and authenticated according to the requirements of the relevant Specifications for each subject.
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and/or assessment attend any compulsory training sessions.

Written Appeals Procedure

Each Awarding Body publishes procedures for appeals against its decisions, and the Director of Data Services will be able to advise pupils and parents of these procedures.

Appeals may be made to the school regarding the *procedures* used in internal assessment, but *not the actual marks or grades* submitted by the school/college for moderation by the Awarding Body.

A pupil or parent wishing to appeal against the procedures used in internal assessments should contact the Director of Data Services Mr R Wall as soon as possible to discuss the appeal, and a written appeal must be received by the School *at least two weeks before the date of the last external exam in the subject*.

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Director of Data Services and the Assessment Coordinator. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.

The appellant will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates.

Statement for Pupils:

"If at any stage during your exam courses you have concerns about the procedures used in assessing your internally marked work for public exams

[e.g. coursework / controlled assessments / portfolio / projects] you should see the Director of Data Services, Mr R Wall as soon as possible.”

Appeals against the centre’s decision not to support an EAR request

If a candidate is dissatisfied with examination results and has reasons to suspect they may not be accurate, the first step to take is to make an enquiry about results (EAR).

All EARs must be supported by Tring School; in the event that the school does not support a candidate’s EAR the following internal appeals procedure applies.

Appeals procedure for EARs

A pupil or parent wishing to appeal against the decision not to support a candidate’s EAR request should contact the Director of Data Services Mr R Wall as soon as possible to discuss the appeal, providing a written statement detailing the reason for the request for the EAR. *There is a very short time for submitting EARs to the examination boards so please ensure any appeals are submitted to the school before the enquiries deadlines.*

On receipt of a written appeal, an enquiry into the EAR request will be conducted by the Director of Data Services and the Head of Centre. This enquiry will consider whether the request should be supported on a case by case basis and a candidate will be informed of the outcome of this decision. In the event that the decision is overturned an EAR request will be submitted to the examination board.

Appeals against outcome of the EAR request

If a candidate is dissatisfied with the outcome of an EAR request they should contact the Director of Data Services, Mr R Wall, within 7 days from receipt of an outcome to discuss the appeals process. More information on the appeals process is available on the JCQ website - <http://www.jcq.org.uk/exams-office/appeals> and full details of enquiries about results services are given in the JCQ publication Post-Results Services – Information and guidance to centres - <http://www.jcq.org.uk/exams-office/post-results-services>