



Internal Appeals Procedure

Date	Review Date	Coordinator	Nominated Governor
February 2021	February 2022	Joe Creswick	Teaching & Learning Committee

Appeals against Internal Assessment of work for External Qualifications

Staff at Ivel Valley School are committed to ensuring that when students' work is assessed for external qualifications, the assessment is carried out 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 have been trained in this activity. The school will ensure assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Internal moderation and standardisation will be carried out to ensure consistency.

If a student feels that this may not have happened in relation to their work, they may use this appeals procedure. An appeal may be made against the process which led to the assessment and not against the mark or grade submitted by the school for moderation by the awarding body.

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.

Appeals should be made in writing by the candidate's parent or carer to the examinations officer, who will investigate with at least two members of staff who have not been involved in the internal assessment decision. If the Examinations officer was directly involved in the assessment in question, or is unable to investigate for another reason, the Principal will appoint another member of staff of similar or greater seniority to conduct the investigation.

The purpose of the appeal will be to determine if the process used for internal assessment conformed to the 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 correspondence with the awarding body, and any changes made to internal assessment procedures.

The outcome of the appeal will be made known to the Principal 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 irregularity in procedures to light, the awarding body will be informed.

After candidate's work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes; this process is outside of the school's control and is not covered by this procedure.

Appeals against External Assessment Marks

Where a candidate is unhappy with the mark awarded for a particular exam unit (e.g. written exam, practical assessment) which is marked externally, a clerical check or re-mark may be requested via the Examination Officer. The relevant subject teacher or Head of Key Stage should make the request to the Exams Office after discussion with the candidate about querying the result. The candidate will be required to acknowledge that their grade may be confirmed, raised or lowered and they will be responsible for paying the relevant fee at the time of request. The decision to support an appeal will be made by Ivel Valley School, based on several factors including knowledge of the examination system and teacher's professional judgement.