

## Internal Appeals Procedure – Internal Assessment

### Policy on Internal Assessments for Qualifications with English and Welsh Bodies (GCSE & other qualifications within the National Qualifications Framework)

In accordance with the Code of Practice for the conduct of external qualifications, Springfield 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 Examinations Officer, Mrs R Millar, will be able to advise students 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 for moderation by the Awarding Body.

A student or parent/carer wishing to appeal against the procedures used in internal assessments should contact the Examinations Officer 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 Examinations Officer and a member of the Senior Leadership Team. This enquiry will consider whether the procedures used in the internal assessment conform 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 candidate.

### Statement for Students:

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/portfolio/projects/controlled assessments) you should see the Examinations Officer as soon as possible. You cannot question the actual marks awarded by the school and submitted for moderation by the Board.

You must apply in writing to the Examinations Officer at the school at least two weeks before the date of the last external exam in the subject.

The enquiry (which will be into whether the procedures used conform to the published requirements of the Board) will be carried out by the Examinations Officer and a member of the Senior Leadership Team.

The findings will be binding and the candidate will be provided with a written report of the investigation including details of any relevant communication with the Examination Board and of any steps taken to further protect the interests of the candidates.