



BANCROFT'S SCHOOL

PUBLIC EXAMINATIONS

Policy on Internal Appeals Procedure

Internal Appeals Policy for Internal Assessment Decisions

Bancroft's School is committed to ensuring that whenever its staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the examinations board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation. If a student feels that this may not have happened in relation to his/her work, she/he may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

- 1.** Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in the examinations series. (So the appeal must be made before a date in mid-June for the summer series as presently timetabled.)
- 2.** Appeals should be made in writing to the Examinations Officer, who will investigate the appeal. If the Examinations Officer was directly involved in the assessment in question, the Head will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise if the Examinations Officer is not able to conduct the investigation for some other reason.
- 3.** The Examinations Officer or other member of staff will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and the examinations code of practice of the QCA. This will be done before the end of the series. (Currently the end of June for the summer series).
- 4.** You will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of your work, and any changes made to improve matters in future.

5. The outcome of the appeal will be made known to the Head, and will be logged as a complaint under the complaints procedure. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed. After work has been assessed internally it is moderated by the awarding body (examinations board) to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of Bancroft's School and is not covered by this procedure. If you have concerns about it, please ask the Examinations Office/Secretary for a copy of the appeals procedure of the relevant examinations board.

JG 2014