



Procedure on Internal Appeals about Internal Assessment Decisions and Enquires about Results

Section 1

Internal Appeals about Internal Assessment Decisions (Controlled Assessment/Coursework/NEA).

In accordance with the Code of Practice for the conduct of external qualifications produced by QCA, Queen Elizabeth's Grammar School is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
- Assessment evidence provided by the 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 responsible for internal standardisation attend any compulsory training session.

The procedure at Queen Elizabeth's Grammar School will be supervised by the Examinations Officer, Mrs Elliott. Information will be available from the Examinations Office. The Head Teacher will be aware of the details of all appeals in progress, and advised of their outcome.

If a candidate wishes to appeal about his/her internal assessment marks then the following procedures should be followed. Please note that a candidate can only appeal based on evidence of malpractice according to the criteria outlined above:

- The appeal should be made in writing to the Examinations Officer, Mrs Elliott, stating the details of the complaint and the reasons for the appeal.
 - The appeal must be submitted before the 30th April in the year in which the written examinations are taken.
 - The appeal must be counter-signed by the candidate's parent or guardian.
- 1) The teacher(s) concerned in marking the assessment which is the subject of the appeal will respond to the appeal in writing to the Examinations Officer. A copy will be given to the candidate and the Head Teacher within 5 school days of the appeal being received by the Examinations Officer.
 - 2) If the candidate is not satisfied with the written response then they may request a hearing before an Appeals Panel.
 - The request must be made in writing within 2 school days of the receipt of the written response to be initial appeal.
 - The Appeals Panel will consist of the Head Teacher, a member of the Senior Management Team and either the Chairperson or Vice Chairperson of the Governing Body of Queen Elizabeth's Grammar School.

The candidate will be given at least 2 school days notice of the meeting of the Appeals Panel.



- The candidate will be given a breakdown of the marks awarded before the hearing.
- The candidate may bring a parent or carer to the hearing.
- The teacher(s) involved in the assessment will be present.
- The outcome of the appeal and the reasons for that outcome will be conveyed to the candidate in writing within 2 school days of the meeting of the Appeals Panel.
- A written record will be kept of all appeals.
- The Examinations Officer will inform the appropriate Awarding Body of any change to an internal assessed mark as a result of an appeal.

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 appeals procedure.