



# Highcliffe School

## PROCEDURE FOR APPEALS ABOUT INTERNAL ASSESSMENT

### **Rationale**

The appeals procedure is open to any student who feels that the moderation and standardisation of their work has fallen short of the quality demanded by the Examination Boards.

An appeal cannot be made on the grounds of lost coursework as it is the responsibility of the student to keep a copy of any work required for assessment.

### **The Procedure**

1) A form, available from the Data & Examinations office, should be completed and returned as soon as possible (and at least two weeks before the end of the examination series), stating the details of the complaint and the reasons for the appeal.

2) The Senior Curriculum Leader, in consultation with the appropriate curriculum area, will investigate the appeal to decide whether the process used for the internal assessment conformed to the requirements of the awarding body and QCA's code of examination practice. The investigation will be completed before the end of the examination series.

3) The appellant will be informed in writing of the outcome of the appeal and any changes made to the assessed work will be communicated to the relevant exam board.

4) If the appellant is dissatisfied with the outcome of the appeal he/she may request a personal hearing. The hearing will take place no later than two weeks after the request has been made and a written record will be kept of the hearing and its outcome.

After work has been assessed by the school it is moderated by the exam board to ensure consistency between centres. Such moderation may change marks awarded. The school has no control over this part of the process and so is not covered by this procedure.

The appeals procedure is published on the school intranet and on the Data & Examinations office notice board.