



## WHITWORTH COMMUNITY HIGH SCHOOL

# INTERNAL APPEALS POLICY

Date effective from:	January 2015
Date approved by Governors:	
Date of review:	Spring Term 2016
Prepared by:	P Donoghue

## Whitworth Community High School Internal Appeals Policy

October 2013

The GCSE, Applied GCSE, Applied GCSE, BTEC Code of Practice produced by the Regulatory Authorities (Joint Council for Qualifications and the national Assessment Agency) are designed to promote quality, consistency, accuracy and fairness in awarding. The Awarding Bodies have agreed to implement and strictly comply with all aspects of the Code.

The Code ensures that all Awarding Bodies require centres of offering their examinations to commit to ensuring that “published appeals procedures relating to internal assessment decisions are made widely available and accessible to all candidates” (Code of Practice Section 2: Awarding Bodies’ relationships with centres, paragraph 10)ix)). This procedure outlines the minimum requirements for appeals against decisions on internally assessed components as recommended by the Awarding Bodies. Should an appeal be lodged the following procedure should be followed.

1. All candidates should be informed of this Internal Appeals procedure and a copy be made available to all staff and students undertaking a course at this centre upon request.
2. A senior member of staff nominated by the Head of the School will manage all internal appeals, including the dissemination of information about the procedures. The Head of the school will be made aware of the existence and the outcome of all internal appeals.
3. All internal appeals will be considered by at least three people appointed at the discretion of the senior member of staff. At least one of whom will not have been involved in the internal assessment decision.
4. Candidate may choose to be supported in the presentation of their case by a parent, guardian or friend.
5. A record of all appeals will be maintained by the centre, the manner of the recording will be decided upon by the centre, the manner of the recording will be decided upon by the senior member of staff appointed in charge of the appeals procedure.
6. The record will include the outcome of an appeal and the reasons for the decision. A copy will be sent to the candidate.
7. All candidates will be able to gain access to:
  - \* The marks awarded to them by the centre for an internal assessment
  - \* All comments recorded by the centre relating to their internally assessed work
  - \* Any correspondence between the centre and the Awarding Body in relation to their internally assessed work.
  - \* Information, if available at the time of the appeal, as to whether their work was sampled by the Awarding Body.
  - \* The moderated mark given to the work by the Awarding Body, if available.
  - \* Relevant Awarding Body procedures for the conduct of internal assessments.

8. Appeals will include a review of the procedures used by the centre to award marks for internally assessed components and will consider whether those procedures were in conformity with the published requirements of the Awarding Body and the Code of practice.
9. All internal appeals will be considered and resolved by the date of the last externally assessment paper of the series. Any difficulties in meeting this deadline will be raised with the Awarding Body.
10. The centre will inform the Awarding Body of any outcome from an appeal which has implications on the conduct of the examination or the issue of results at the centre.
11. Full details of any appeal will be made available to the Awarding Body upon request.
12. The centre's internal appeal decision is final.

### Making an Appeal

- Before making an appeal please seek advice from the relevant Director of Learning.
- Students must be aware that an appeal may result in an adjustment of marks upwards or downwards.
- All appeals must be submitted in writing to the Head of the School  
Letters of appeals should include:
  - Specific information relevant to the component and
  - The grounds for which appeals are based upon.
- The deadlines for appeal will be published each year and will depend on term time dates and examination board deadlines which can vary each year. For 2013/14 the deadline to lodge an appeal with the Head of the School is Friday 25<sup>th</sup> April 2014 with the outcome of the appeal published by Tuesday 6<sup>th</sup> May 2014.