

Internal Assessment Appeals Policy

Caroline Chisholm School is committed to ensuring that where staff assess students' work for external qualification, this is done consistently and in accordance with the specification for a specific subject.

This policy is designed to promote quality, consistency, accuracy and fairness in assessment and thus, awarding.

Assessment will be conducted by staff who have relevant knowledge and understanding, and who have been trained in the process.

The policy applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgements themselves.

Commitment

- This policy will be made available to students requesting a copy by application to the exams office.
- The policy will be regularly reviewed by the school Governors.
- The Exam Office will manage the appeals process.
- The Exam Office will record all appeals and the subsequent decisions.
- Appeals must be made in writing to the Exams Office.
- A copy of the appeal and the decision will be sent to the candidate within 5 working days of the final decision.
- The school via the Exams Office will inform the Awarding Body of any outcome from an appeal which has implications for the conduct of the examination or the issue of results at the school.
- Full details of any appeal will be made available to the Awarding Body on request.
- Appeals will be dealt with before the date of the last externally assessed paper of the series.

Procedure

- Appeals must be made in writing to the Exams Office.
- All supporting evidence should be included with the appeals notice.
- Appeals must be made at least two weeks before the date of the last externally assessed paper of the series.
- The enquiry into the internal process will be considered by an appeals panel of at least three (3) people; at least one of whom has not been involved in the internal assessment.
- The candidate making the appeal should be accompanied by a parent/guardian or friend at the time of the hearing
- If a candidate intends to use any written materials at the hearing, copies are to be provided to the Exams Officer seven (7) days prior to the hearing. This material will be distributed to the appeals panel in advance of the hearing.

Internal Assessments Appeals Process

Appeal Notification Form

Student Name _____

Tutor Group _____

Appeal Details						
Subject and Course						
Assessment information (please include the module/unit title and the assessment title, teacher teaching and marking the assessment)						
Reason for appeal (please give brief notes regarding your reason for appeal)						
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%; border: none;">Signed (Student)</td> <td style="width: 30%; border: none; text-align: right;">Date</td> </tr> <tr> <td colspan="2" style="border: none; padding-top: 10px;">(Parent if student under 18) Name</td> </tr> <tr> <td style="border: none;">Signed</td> <td style="border: none; text-align: right;">Date</td> </tr> </table>	Signed (Student)	Date	(Parent if student under 18) Name		Signed	Date
Signed (Student)	Date					
(Parent if student under 18) Name						
Signed	Date					
<p>Please ensure this is sent to the Exams Officer. Once received, you will get confirmation that your appeal notification has been received.</p>						