

# Internal Appeals Policy

Date: September 2016  
Renewal Date: September 2017

# Internal Appeals Policy

The Internal Appeals Policy is available from the Exams Office.

The purpose of the Internal Appeals Policy is to ensure the operation of an efficient internal appeals system which is in the best interest of candidates with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the internal appeals system to read, understand, and implement the Internal Appeals Policy.

The Internal Appeals Policy will be reviewed every year.

The Internal Appeals Policy is next due for review on 1<sup>st</sup> September 2017.

The Internal Appeals Policy will be reviewed by the Deputy Head Teacher and the Exams Officer. Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

## **Internal Assessment of Work for External Qualifications**

Da Vinci Academy is committed to ensuring that whenever its staff assesses candidates' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a candidate feels that this may not have happened in relation to his/her work, he/she 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 submitted by the school for moderation by the awarding body.

- Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series.
- Appeals should be made in writing by the candidate's parent/carer to the Deputy Head Teacher, who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. If the Deputy Head Teacher was directly involved in the assessment in question, the Head Teacher will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise if the Deputy Head Teacher is not able to conduct the investigation for some other reason.
- The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the Exams code of practice of the JCQ.
- The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
- The outcome of the appeal will be made known to the Head Teacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon 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 to ensure consistency between centres. Such moderation may change the marks awarded for internally assessed work. That is outside the control of da Vinci Community School and is not covered by this procedure. If you have concerns about it, please ask the Deputy Head Teacher for a copy of the appeals procedure of the relevant awarding body.

## **Enquiries about Results**

Where a candidate is unhappy with the mark awarded for a particular exam unit (e.g. written exam, coursework, practical assessment etc.), a clerical check or re-mark may be requested via the Exams Office. The candidate will be required to sign a consent form acknowledging that his/her grade may be confirmed, raised or lowered. The decision as to whether to support such an enquiry will be made by the Deputy Head Teacher on the basis of several factors, including knowledge of the exam system and professional judgement.

Head Teacher

Date

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Deputy Head Teacher

Date

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Exams Officer

Date

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