



Lansdowne Turney Federation



Internal Appeals Procedure

This policy addresses the situation where students or parents may wish to appeal against a grade he/she has received for a qualification.

Policy on Internal Assessments for Qualifications with English Awarding Bodies (GCSE, GCE, AVCE, GNVQ, Key Skills, ASDAN, other qualifications within the National Qualifications Framework)

In accordance with the Code of Practice for the conduct of external qualifications produced by the QCA, Turney School is committed to ensuring that:

- Internal assessments are conducted by teachers who have the appropriate knowledge, understanding and skills.
- Assessment evidenced provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject.
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Teachers responsible for internal standardisation and assessment attend any compulsory training sessions organised by the Awarding Bodies.

Written Appeals Procedure

Each Awarding Body publishes procedures for appeals against its decisions and the examinations officer will be able to advise students and parents of these procedures.

Appeals may be made to the School regarding the *procedures* used in internal assessment, but *not the actual marks or grades* submitted by the School for moderation by the Awarding Body.

A student or parent wishing to appeal against the procedures used in internal assessments should contact the examinations officer Ms Tovey as soon as possible to discuss the appeal and a written appeal must be received by Linda Adams, the Executive Headteacher at least two weeks before the date of the last written examination in the subject.

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the examinations officer and the Head of Centre This will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.

The appellant will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates.

Statement for pupils

"If at any stage during your examinations course you have concerns about the procedures used in assessing your internally marked work for public examinations (coursework / portfolio / projects) you should see the examinations officer, Ms Tovey, as soon as possible."

Statement for parents

"If at any stage during your son/daughter's examinations course you have concerns about the procedures used in assessing internally marked work for public examinations (coursework / portfolio / projects) you should contact the examinations officer, Ms Tovey, as soon as possible."

Head Teacher:



Chair of Governing Body:

Date: 15.05.18

Review Date: 15.05.20