

# **South Bromsgrove High**

## **Arrangements for Internal Appeals against Internally Assessed Components**

**Reviewed by Governors**  
**Next review**  
**Policy responsibility**

**September 2021**  
**Examinations Officer**

## Appeals against internally assessed marks

South Bromsgrove High is committed to ensuring that whenever its staff mark candidates' non examination assessment/coursework it is done fairly, consistently and in accordance with the awarding body's specification and subject specific associated documents.

Candidate's work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. South Bromsgrove High is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. In order to ensure the candidate has a full picture, all centre assessed raw marks will be shared with the student by the department, in accordance with JCQ regulations. **NB: An appeal may only be made against the assessment process and not purely against the mark submitted to the awarding body.**

1. Appeals should be made as early as possible, and no later than two weeks before the last timetabled examination in the series (eg the last GCSE written paper in the June GCSE examination series).
2. Appeals **must** be made in writing by the candidate's parent/carer to the examinations officer.
3. The head of centre will appoint a senior member of staff, ie an Assistant or Deputy Headteacher, to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
4. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject specific associated documents.
5. 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 internal assessment procedures.
6. The outcome of the appeal will be made known to the Headteacher 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 irregularity in procedures to light, the awarding body will be informed.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of South Bromsgrove High and is not covered by this procedure.

## Vocational Specific Appeals (inc BTEC/CambNAT/TA)

### Grounds for Appeal

- A student/candidate would have grounds for appeal against an assessment decision in the following situations. This list is selective and not exhaustive:
1. The work is not assessed according to the set criteria or the criteria are ambiguous;
  2. The final grade of the work does not match the criteria set for grade boundaries or the grade boundaries are not sufficiently defined;

3. The internal verification procedure contradicts the assessment grades awarded;
4. There is evidence of preferential treatment towards other students/candidates;
5. The conduct of the assessment did not conform to the published requirements of the Awarding Body;
6. Valid, agreed, extenuating circumstances were not taken into account at the time of assessment, which the Centre was aware of prior to the submission deadline;
7. Agreed deadlines were not observed by staff;
8. The current Assessment Plan was not adhered to;
9. The decision to reject coursework on the grounds of malpractice.

### **Formal Appeal Procedures - BTEC**

1. If, after informal discussion with the Lead Internal Verifier for the Programme, the candidate wishes to make a formal appeal, the candidate must ask the Lead Internal Verifier, in writing, for a re-assessment. This must be done within 10 working days of receiving the original assessment result.
2. The Quality Nominee, with the Lead Internal Verifier, on receipt of the formal appeal from the candidate, will try to seek a solution negotiated between the relevant assessor and the candidate. If it is not possible to reach an agreement, the Associate SLT member and the Quality Nominee will set a date for the Internal Verification Appeals Panel to meet.
3. The Internal Verification Appeals Panel (consisting of the Lead IV, QN and Assessor) will normally meet within 2 weeks of the receipt of the appeal by the LIV, with re-assessment, if deemed necessary by the panel, taking place within 15 working days of the appeals panel meeting.
4. The outcome of the appeal may be:
  - i. Confirmation of original decision;
  - ii. A re-assessment by an independent assessor;
  - iii. An opportunity to resubmit for assessment within a revised agreed timescale.