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**Internal Appeals**

**Procedure**

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| School Staff were consulted on this document and it was accepted by the standards and performance committee on : | **October 2017** |
| It was ratified by the Governing Body on : | **December 2017** |

**The Shenfield High School Internal Appeals Procedure**

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

* Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
* Assessment evidence 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.
* Staff responsible for internal standardisation and/or assessment attend any compulsory training sessions.

## Written Appeals Procedure

Each Awarding Body publishes procedures for appeals against its decisions, and the Examinations Officer will be able to advise pupils 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 pupil or parent wishing to appeal against the procedures used in internal assessments should contact the Examinations Officer, Mrs S Lucas, as soon as possible to discuss the appeal, and a written appeal must be received by the School *at least two weeks before the date of the last external exam in the subject*.

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer and the Headteacher, Ms C Herman. This enquiry will consider whether 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.

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

**Statement for Pupils:**

If at any stage during your exam courses you have concerns about the procedures used in assessing your internally marked work for public exams (eg coursework / portfolio / projects) you should see the Examinations Officer, Mrs S Lucas, as soon as possible.

**Appeals procedure against centre decisions not to support an enquiry about results**

Following the issue of results awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the exams officer, Mrs S Lucas.

The service, enquiries about results (EARs), may be requested by centre staff or candidates (or their parents/carers). (EAR service 3 is not available to individual candidates). If a query is raised about a particular examination result, the exams officer, teaching staff and head of centre will investigate the feasibility of requesting an enquiry at the centre’s expense.

When the centre does not uphold a request from a candidate, the candidate may pay the appropriate fee, and a request will be made to the awarding body on the candidate’s behalf.

If the candidate (or their parent/carer) believes there are grounds to appeal against the centre’s decision not to support an enquiry, an appeal can be submitted to the centre using the internal appeals form at least one week prior to the internal deadline for submitting an EAR.

**Appeals procedure following the outcome of an enquiry about results**

Where the head of centre remains dissatisfied after receiving the outcome of an EAR, an appeal will be made to the awarding body, following the guidance in the JCQ publications Post-results services <http://www.jcq.org.uk/exams-office/post-results-services> and A guide to the awarding bodies’ appeals processes <http://www.jcq.org.uk/exams-office/appeals>

Where the head of centre is satisfied after receiving the outcome of an EAR, but the internal candidate and/or their parent/carer is not satisfied, they may make a further representation to the head of centre. Following this, the head of centre’s decision as to whether to proceed with an appeal will be based upon the centre’s internal appeals arrangements. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The internal appeals form should be completed and submitted to the centre within 10 calendar days of the notification of the outcome of the enquiry. Subject to the head of centre’s decision, this will allow the centre to process the appeal and submit to the awarding body within the required 14 calendar days. Awarding body fees which may be charged for the appeal must be paid by the appellant on submission of the internal appeals form. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

**Internal appeals form**

This form should be completed in all cases to lodge an appeal.

Please tick to indicate what the appeal is against:

* **internally assessed marks**
* **the centre decision not to support an enquiry about results**
* **the outcome of an enquiry about results**

| **Name of appellant** |  | **Candidate name** i*f different to appellant* |  |
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| Awarding body |  | Exam paper code |  |
| Subject |  | Exam paper title |  |
| Please state the grounds for your appeal below:*Continue overleaf if necessary* |
| **Appeal against internally assessed marks****Appellant declaration**By signing here, I am confirming I understand 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’s specification and subject-specific associated documents. I also understand the appeal may only be made against the assessment process not against the mark to be submitted by the centre for moderation by the awarding body.Signature: Date of signature: |
| **Appeal against the centre decision not to support an enquiry about results****Appellant declaration**By signing here, I am confirming I feel there are grounds to appeal against the centre’s decision.**Signature: Date of signature:** |
| **Appeal against the outcome of an enquiry about results****Appellant declaration**By signing here, I am confirming I understand that the grounds for my appeal must relate to the awarding body’s procedures or the application of the post-result service procedures. I also understand that appeals do not generally involve further reviews of marking candidates’ work. I also confirm that I will pay in advance any fees which may be charged by the awarding body for the appeal. I understand this fee will be refunded if the appeal is upheld. **Signature: Date of signature:** |