

Internal Assessment Appeals Process

This applies to GCSE, Vocational and GCE coursework; performance etc. providing the work is assessed internally.

If at any stage during your exam courses you have concerns about the procedures used in assessing your internally marked work for public exams (e.g. coursework / portfolio / projects), then you **MUST** initially discuss this with your tutor, the teacher concerned, and/or the relevant Head of Department. Hopefully this will resolve the issue.

If the matter is not resolved, then you should see the Examinations Officer as soon as possible to discuss whether a formal appeal could be made. Any appeal is very much a last resort, and a request for an appeal will not be accepted unless these other avenues have first been explored. It is expected that appeals will be extremely rare.

An appeal would be very weak if you have not kept to the agreed deadlines (unless this is what the appeal is about), or you have not tried to sort it out within a fortnight of the problem arising. You may not appeal against any mark that has been awarded unless you think that this has been because of a procedural error, and you must be able to identify the procedural error.

Barnwell School is committed to ensuring that:

- internal assessments are conducted by staff that have the appropriate knowledge, understanding and skills.
- assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification.
- the consistency of internal assessment is secured through internal standardisation.
- staff responsible for standardisation have been properly trained.
- the school will comply fully with the Joint Council guidelines.

Appeals may be made to the school regarding the procedures used in internal assessment, but not against the actual marks or grades submitted by the school for moderation by the awarding body. Appeals concerning matters outside the school's control will not be accepted.

A pupil or parent wishing to appeal against the procedures used in internal assessments should contact the Examinations Officer as soon as possible to discuss the appeal, and a written appeal must be received by the school before the last written paper of the subject in question.

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer or his/her representative.

This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the awarding body.

The school would encourage the candidate to be supported by a parent, guardian, or friend in the presentation of their case. The appeal decision will be recorded and filed.

The candidate 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 further to protect the interests of the candidate(s).