



St Brigid's School

Examination Appeals policy

Report Author	KW
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Status	Ratified

INTERNAL ASSESSMENT APPEALS

All candidates will be informed of the marks awarded in the internally assessed components (coursework, controlled assessments) of the course which they have undertaken.

Candidates will be made aware that the marks awarded are subject to external moderation.

All candidates and their parents/carers will have been informed of the availability of the internal assessment appeals process.

Should a candidate/ parent or carer not agree with the internally awarded mark, and agreement cannot be reached with the school, the following appeals process will take place.

APPEALS COORDINATOR

- A senior member of staff appointed by the Headteacher to manage appeals.

They will be responsible for:-

- Disseminating information to all candidates and their carer/s about the appeals procedure.
- Informing the Headteacher about the existence and outcome of all such appeals.
- Coordinating the appeals process and adhering to the set timescale outlined.

INTERNAL ASSESSMENT APPEALS PROCEDURE

All appeals should be made in writing and directed to the Head of Centre. The appeal should clearly state the details of the complaint and the reason for the appeal. The subject teacher/s responsible for the awarded mark will be given a copy of the written appeal. The subject teacher/s responsible for the awarded mark will be given an opportunity to respond in writing to this appeal.

A copy of the written response made by the subject teacher/s responsible for the awarded mark will be forwarded to the candidate/parent/carer. Should the candidate/parent/carer not be satisfied with the written response from the subject teacher/s regarding the appeal, an opportunity will be given for them to attend a 'personal hearing'

THE PERSONAL HEARING

The personal hearing will take the following format:-

- The personal hearing panel will consist of Members of the Governing Body.
- Adequate notice of the date set for the personal hearing will be given to the candidate/parent/carer and the subject teacher/s
- The candidate/parent/carer will be entitled to copies of all relevant documentation (e.g. marks, assessment made etc.) regarding the appeal prior to the personal hearing.
- At the personal hearing, the candidate will have the opportunity to be accompanied by one representative as will the subject teacher/s if they so wish.
- At the personal hearing, both parties will have the opportunity to hear each other's submission to the panel.
- Minutes of the personal hearing will be taken.

FOLLOWING THE PERSONAL HEARING

The appeals panel will inform; the candidate/parent/carers, the subject teachers and the Headteacher in writing the outcome of the appeal with appropriate reasons for the outcome.

The centre will inform the Awarding Body if there is a change to an internally assessed mark as a result of an appeal.
A record of all internal assessments appeal will be kept on file.