



PARK VIEW SCHOOL

INTERNAL APPEALS POLICY

Stage 1 : Teacher and Candidate

- If a candidate feels that s/he has been marked unfairly, s/he must first discuss the mark with his/her teacher as soon as possible, stating clearly the reason for his/her dissatisfaction
- The teacher will look again at the assignment and give, within two working days, a response which includes:
 1. A new grade or confirmation of the old one
 2. A clear explanation of the assessment decision, making explicit reference to Exam Board criteria
- If the candidate agrees with the teacher's response, then the appeal stops at this point.
- If the candidate or his/her parent/carer is unhappy, then notification of this must be sent to the Head of Subject.

Stage 2 : Subject Leader

- The Head of Subject will notify the teacher of the candidate's decision.
- The teacher must now pass the piece/folder to the subject leader who oversees the coursework at that level (eg i/c KS4 English, Internal Verifier for Vocational Subjects)
- The subject leader must then reconsider the grade, taking into account:
 1. the candidate's reason for the appeal
 2. the candidate's evidence and associated records
 3. the teacher's reason for the decision
- Within 5 working days, s/he must give a response which includes:
 1. A new grade or confirmation of the old one
 2. A clear explanation of the assessment decision, making explicit reference to Exam Board criteria
- If the candidate or his/her parent/carer is unhappy, then notification of this must be sent to the Examinations Manager and the appeal will go to Stage 3.

Stage 3 : Appeals panel

- The Examinations Manager will, within ten working days, convene an Appeals Panel, the duty of which will be to consider the disputed piece of work. The panel will be constituted of The Headteacher, or nominated representative, eg Assistant Head i/c Assessment, a Subject Leader from the appropriate area and one other who is qualified to make a judgement (this might be an Awarding Body representative, or a governor who has teaching responsibilities in another school.)
- The Appeals Panel will receive:
 1. the written explanations and confirmations of assessment grades from the original teacher and the subject leader, as well as assessment record sheets.
- The candidate may speak to the Appeals panel or be represented by an adviser, or both. Alternatively, s/he may make a written submission.

- The teacher who made the original decision may be asked to attend the Appeals panel to answer any questions.
- The Appeals panel will then discuss the matter in private and reach a majority decision which will include the outcome of the appeal and reasons for it. The decision will be sent to the candidate within 5 working days. At the same time, the decision will be sent to the original teacher and the Examinations Manager, who will keep a written record of the decision.
- The Appeals panel should also consider, and report to the Examinations Officer, whether it has found the procedures used by the centre to award marks/grades for internal assessments to be valid, in conformity with the published requirements of the Awarding Body and the Code of Practice, or if changes need to be made. Should the latter be the judgement, it will be the responsibility of the Headteacher to ensure that an action plan is drawn up and implemented immediately in order to address identified issues.

a) All internal appeals should have been considered and resolved by the date of the last externally assessed paper of the series (eg by the end of June for the summer series). Any difficulties in meeting this deadline should be raised with the Awarding Body by the Examinations Officer.

b) The Centre must inform the Awarding Body of any outcome from an appeal which has implications for the conduct of the examination or the issue of results at the centre.

c) Full details of any appeal must be made available to the Awarding Body on request.

It is the responsibility of the Examinations Manager to see that this policy is put into practice. It should be accessible to all candidates and teachers involved in the production or assessment of internally assessed examination pieces.