

QUEEN ELIZABETH HIGH SCHOOL

APPEALS AGAINST INTERNAL ASSESSMENT OF WORK FOR EXTERNAL QUALIFICATIONS POLICY

Queen Elizabeth High School is committed to ensuring that whenever their staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work is produced and authenticated according to the requirements of the examinations board. Where a set of work is divided between staff, consistency is assured by internal moderation and standardisation.

If a student feels that this may not have happened in relation to his/her work, she/he may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

The existence of this procedure is made known to students by reference in the student planner.

This procedure is available from the exams office.

Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in the examinations series (i.e. before mid-June).

Appeals should be made in writing to the Examinations Officer who will investigate the appeal. If the Examinations Officer was directly involved in the assessment in question then the Headteacher will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise if the Examinations Officer is not able to conduct the investigation for some other reason.

The Examinations Office or senior member of staff will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and the examinations code of practice of the JCGQ. This will be done before the end of the series. (Currently the end of June for the summer series.)

The student will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of their work and any change made to improve matters in future.

The outcome of the appeal will be made known to the Headteacher. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally it is moderated by the awarding body (examinations board) to ensure consistency between centres. Such moderation may frequently change the marks awarded for internally assessed work. This is outside the control of Queen Elizabeth High School.

This policy was reviewed and agreed by the Education Committee at their meeting on Tuesday 29 January 2013

Signed		Chair of Education Committee: Linsley Charton	Date	
Signed		Federation Headteacher: Neil Morrison	Date	
Review Date:	January 2015			