



INTERNAL APPEALS PROCEDURE FOR CANDIDATES TAKING EXTERNAL QUALIFICATIONS (QCA)

INTRODUCTION

Friends' School is committed to ensuring that whenever its staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned.

This Internal Appeals Procedure has been written in accordance with the requirements of the Code of Practice for the conduct of external qualifications, as produced by the Qualifications and Curriculum Alliance (QCA).

Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the examinations board. Where different assignments are shared between staff, consistency should be assured by internal moderation and standardisation.

If a student feels that due process has not been followed in relation to their work, they 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 an Internal Appeals process is made known to students in the letter sent to parents that accompanies the examination timetable in April/May each year.

This procedure is available from the Principal's Secretary, and is posted on the Examinations noticeboard.

APPEALS PROCEDURE

1. 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.
2. Appeals should be made in writing to the Principal on the request form which is available from the Principal's office. The principal will then appoint a senior member of staff to investigate the appeal.
3. All candidates making appeals will have access to:-
 - the marks awarded to them by the centre for internal assessment
 - all comments recorded by the centre relating to their internally assessed work
 - any correspondence between the Centre and the Awarding Body relating to their internally assessed work
 - the moderation mark given to the work by the Awarding Body, if known
3. The 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 QCA. This will be done before the end of the series.
4. Any teacher concerned in making the assessment, which is the subject of the appeal, will be given the opportunity to see a copy of the appeal in order to make a response in writing. A copy of this response will be forwarded to the candidate.
5. The candidate will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of his/her work, and any changes made to improve matters in future.
6. If a candidate is not happy with the written response, they will be given the opportunity to have a personal hearing. The hearing panel will consist of at least two individuals who have not previously dealt with the appeal. One of the individuals will be a member of the Leadership Team and another will be a member of the Board of Governors. Both the candidate and the teacher will have an opportunity to hear each other's submission. The candidate presenting their case will be permitted to be accompanied by an adult.
7. The outcome of the appeal will be made known to the Principal and 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.

W Lonsdale
Examination Officer

Request for Internal Appeal

Name of Candidate: _____

Subject of Examination: _____

Title of Examination: _____ Level: _____

Session: Summer / Winter 200__

Reason for Appeal:

Signed: _____ Candidate Date: _____