



## **Croydon High School GDST Senior School Public Examination Internal Appeals Review Policy**

**Responsibility:** Examinations, Assessment and Data Officer

**Last Review:** November 2021

**Next Review:** September 2022

### **Appeals Against Internal Assessment of Work for External Qualifications**

Croydon High School is committed to ensuring that whenever its staff assesses pupils' 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. The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a pupil feels that this may not have happened 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 submitted by the school for moderation by the awarding body.

- 1 Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (e.g. the last written paper in the summer examination series).
- 2 Appeals should be made in writing by the candidate's parent/guardian to the Headmistress, who will arrange for the appeal to be investigated by a member of the SLT with at least two other members of staff who have not been involved in the internal assessment decision.
- 3 The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the QCA.
- 4 The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
- 5 The outcome of the appeal will be made known to the Headmistress and will be logged as a complaint. A written record will be kept and made available to the awarding body upon 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 to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of Croydon High School and is not covered by this procedure.

### **Appeals Against External Assessment Marks**

Where a candidate is unhappy with the mark awarded for a particular examination unit, a clerical check or enquiry about results may be requested via the Examinations Office. The candidate will be required to acknowledge that their grade may be confirmed, raised or lowered and will be responsible for paying the relevant fee at the time of the request. The decision as to whether to support such an enquiry will be made by the Head of Department on the basis of several factors, including knowledge of the examination system and professional judgement.

Should the candidate be unhappy with the outcome of an enquiry about results, there is an Appeals procedure which can be instigated by the Headmistress. However, this appeal can only be made against the procedures involved and not solely about the mark awarded.