**St Joseph's College** BEULAH HILL, LONDON, SE19 3HL



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| **POLICY TITLE:** | **INTERNAL APPEALS POLICY ON CONTROLLED ASSESSMENTS** |
| **COMPILED BY:** | **Examinations Manager DATE APPROVED:** February 2017  |

In accordance with the Code of Practice for the conduct of external qualifications produced by Joint Council for

Qualifications (JCQ), St Joseph's College is committed to ensure that:

* Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
* Assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification;
* The consistency of the internal assessment is secured through internal standardisation as necessary;
* Staff responsible for internal standardisation attend any compulsory training sessions

If a student feels that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

**Written Appeals Procedure**

* The appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgement themselves; you cannot appeal against the mark or grade only the procedures used;
* The parent of guardian must make the appeal in writing to the School’s Examinations Manager: appeals should normally be made by 30th April for examinations in the summer series. This deadline may be extended in exceptional circumstances in situations where the coursework marking and moderation schedule extends beyond this time;
* The enquiry into the internal process will normally be led by the Examinations Manager and the Deputy Head (Curriculum), provided that neither have played any part in the original internal assessment process;
* The teacher making the assessment will be able to respond to the appeal in writing, and a copy will be sent to the appellant;
* The enquiry will consider whether the procedures used for assessment conformed to the published requirements of the Awarding Body and the ‘Code of Practice’.

The appellant will be informed in writing of the outcome of the appeal, including:

* Relevant communications with the Awarding Body;
* Any steps taken to further protect the interest of the candidates.

If the appellant is unhappy about the response in writing, he/she can ask for a personal hearing, where the panel will consist of two persons not previously involved, normally the Head Teacher and another member of the Senior Leadership Team.

**Note:** Awarding Bodies specify detailed criteria for internal assessment. Also, the awarding body moderates the assessment so the final judgement on marks awarded is that of the Awarding Body. Appeals against matters outside the School’s control will not be considered.

**Enquiries about Results (Clerical checks and Re-marks)**

Where a candidate is unhappy with the mark for a particular written exam unit, a clerical check or re-mark may be requested via the Examinations Manager. The candidate will be required to acknowledge in writing that the grade may be confirmed, raised or lowered and they will be responsible for paying the relevant fee at the time of the request. This procedure is available from the Examinations Manager.