



**ST. HILD'S  
CHURCH OF ENGLAND SCHOOL**

**Policy Document**

Last Review Date:
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March17
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## **APPEALS AGAINST INTERNAL ASSESSMENT OF WORK**

**At St. Hild's Church of England School we aim provide all of our pupils with a world class education in a Christian context. We expect to find God at work in our school.**

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

***“I have come that they may have life in all its fullness (John 10:10)”***

St. Hild's Church of England School is committed to ensuring that whenever its staff assess pupils' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Pupils' work should be produced and authenticated according to the requirements of the examinations board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a pupil feels that this may not have happened in relation to his/her work, s/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.

This procedure is available from the Examinations Officer and is posted on the school website and is on the examination information board.

1. Appeals should be made in writing as soon as possible and must be made at least two weeks before the end of the last externally assessed paper in the examination series. (So the appeal must be made before a date in early June for the summer series as presently timetabled.)
2. Appeals should be made in writing to the Deputy Head in charge of examinations who will investigate the appeal. If the Deputy Head in charge of examinations was directly involved in the assessment in question, the Headteacher will appoint another member of staff of similar seniority to conduct the investigation. Likewise, if the Deputy Head in charge of examinations is not able to conduct the investigation for some other reason.
3. The Deputy Head in charge of examinations or other 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. (Currently the end of June for the summer series).

4. The pupil will be informed in writing of the outcome of the appeal, including any correspondence with the Board, any changes made to the assessment of the work presented and any changes made to improve matters in future.
5. The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint under the complaints procedure. 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 can change the marks awarded for internally assessed work. That is outside the control of St. Hild's Church of England School and is not covered by this procedure. If a pupil has concerns about this, a written request should be submitted to the Examinations Officer for a copy of the appeals procedure of the relevant examinations board.

Signed.....Headteacher	<b>Next Review Date: March 2019</b>
Signed.....Chair of Governors	

Revision Date	Version	Status
20 <sup>th</sup> March 2017	3.4	Approved@Full Governors 8 <sup>th</sup> May 2017