

# **EXAMINATIONS - APPEALS**

## **Ysgol Glan y Môr**

### **APPEALS AGAINST INTERNAL ASSESSMENT OF WORK FOR EXTERNAL QUALIFICATIONS**

Ysgol Glan y Môr is committed to ensuring that whenever the teachers assess students' work for external qualifications, 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 will be produced and authenticated according to the requirements of the examination board. Where a piece of work is divided between teachers, internal moderation and standardisation will ensure consistency.

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. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

Students and their parents are informed about this procedure in the school handbook.

This procedure is available from all teachers, and is displayed on notice-boards in the school.

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. (The appeal must therefore be made before a particular date in mid-June for the summer series as currently scheduled.)
2. Appeals should be made in writing to the exams officer, who will investigate the appeal. If the exams officer was directly involved in the assessment in question, the Headteacher will appoint another member of staff to conduct the investigation. Likewise, if the exams officer is not able to conduct the investigation for some other reason.
3. The exams officer or another member of staff will decide whether the process used for the internal assessment conformed to the requirements of the awarding body and the examinations code of practice of the JCQ. This will be done before the end of the series. (Currently, the end of June for the summer series.)
4. The teachers who were responsible for the assessment which is the subject of the appeal will have an opportunity to see a copy of the appeal and to respond to it in writing, and a copy will be sent to the applicant.
5. You will receive written confirmation of the outcome of the appeal, including any changes made to the assessment of your work, and any changes made in order to improve issues in the future.
6. The outcome of the appeal will be made known to the Headteacher. 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 (examination board) to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of Ysgol Glan y Môr and it is not covered by this procedure. If you have concerns about it, please ask the exams officer for a copy of the appeals procedure of the relevant awarding body.

## For BTEC courses

In the event of a student wishing to make an appeal against an assessment decision, the following steps outlined below must be followed:

- Within 5 days the student must contact the assessor to arrange an informal meeting to discuss the assessment decision.
- If the student is still dissatisfied, then an appeal must be made to the Quality Nominee.
- This will allow the student to put forward reasons why his/her assignment should be re-assessed. This should be done within 5 days of meeting with the assessor.
- The assignment will be reassessed by an Internal Verifier who will provide the student with feedback within one working week.
- If the student is still dissatisfied, then he/she may appeal to the External Verifier via the Quality Nominee.

### Grounds for Appeal

Appeals may be made under the following circumstances:

- If the student is dissatisfied with individual assessment outcomes for a unit element or individual performance criteria.
- If the student is dissatisfied with their assessment outcome at the end of the course.
- If the student has any personal circumstances which may have affected his/her ability to complete assignments and meet deadlines.

Reviewed: March 2016

Adopted: March 2016

Signed: \_\_\_\_\_ W. Bryn Williams\_\_\_\_\_