



**George Stephenson**  
High School

# **GEORGE STEPHENSON HIGH SCHOOL**

## **Internal Appeals Procedure**

### **Appeals Against Internal Assessment of Work for External Qualification, including Controlled Assessments.**

George Stephenson High 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. 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 a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a student 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 Exams Office and is posted on the school website.

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 Examinations Officer who will investigate the appeal. If the Examinations Officer was directly involved in the assessment in question, the head will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise if the Examinations Officer is not able to conduct the investigation for some other reason.

3 The Examinations Officer 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 DfE/Ofqual. This will be done before the end of the series. (Currently the end of June for the summer series).

4 You will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of your work, and any changes made to improve matters in future.

5 The outcome of the appeal will be made known to the headteacher. 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 frequently changes the marks awarded for internally assessed work. That is outside the control of George Stephenson High

School and is not covered by this procedure. If you have concerns about it, please ask the Examinations Officer for a copy of the appeals procedure of the relevant examinations board.

### **Enquiries about Results**

1. If a candidate is unhappy with the result of an externally assessed component, they must speak to their subject teacher at least 3 days before the deadline for enquiries about results. If the head of department supports the request, the candidate will be asked to sign a consent form indicating that they understand the three possible outcomes of an enquiry (that a mark/grade may be raised, confirmed or lowered). In these circumstances, the school will pay the associated fee for an enquiry.
2. Where a candidate wishes to make an enquiry about results and the school does not support the enquiry, the candidate may approach the Examinations Officer directly and pay the fee for the enquiry themselves. They must supply written consent and the full fee by the published deadline. The fee will be refunded in the event of a successful enquiry about results.
3. In all cases the Examinations Officer will notify the candidate in writing of the outcome of any enquiry about results.
4. If on receipt of the outcome of an enquiry a candidate wishes to make a further appeal which is not supported by the school, candidates must submit their appeal in writing to the Examinations Officer within 3 days of receiving the outcome. Thereafter a similar procedure to that above for internal appeals will be followed. The candidate will be asked to pay the full fee for this and any subsequent appeal.

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