

# King Ecgbert School

## Appeals Against Internal Assessment of Work For External Qualifications

If a candidate is unhappy about the mark awarded for internal assessment s/he should proceed as follows:

1. Ask the subject teacher to explain why the mark was given.
2. If not satisfied with the explanation s/he should see the Head of Department concerned.

If the candidate is still unsatisfied by the response they have received then a personal hearing before an appeals panel can be requested. The procedure for submitting an appeal is as follows:

- the appeal should be made in writing to the Examinations Officer stating the details of the complaint and the reasons for the appeal.
- The appeal must be submitted at least two weeks before the date of the final written examination paper in the subject in that exam session. An internal appeal will be resolved by the date of the final written examination paper of the session.
- The teacher[s] concerned in marking the assessment which is the subject of the appeal will respond to the appeal in writing to the Examinations Officer; a copy will be given to the candidate.

**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 to the QCA.**

- The appeals panel will consist of a Deputy Head, the Head of Department and one of Head of Upper School, Head of Sixth Form or Examinations Officer.
- The candidate may bring a parent/guardian to the hearing.
- The teacher[s] involved in the initial assessment of the work will be present at the hearing.
- The school will maintain a written record of all appeals.

The candidate will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates.

The Examinations Officer will inform the Awarding Body of the outcome of any appeal which has implications for the conduct of examinations or the issue of results at the school and full details of any appeal will be made available to the Awarding Body on request.