



## **Internal Appeals Internal Assessment Decisions 2015-16**

On occasions candidates will not agree with the Controlled Assessment marks awarded by a teacher. If the disagreement cannot be resolved by discussion between the teacher and candidate concerned then the candidate may appeal to the Examinations Officer, who will put into action the agreed appeals process.

This will be the final stage in the normal process of considering and resolving disputes. It is expected that it will be used only on exceptional circumstances.

1. The Examinations Officer is in overall charge of managing appeals relating to Internal Assessments.
2. If a student wishes to appeal about his/her Internal Assessment marks then the following procedures should be followed:
  - (a) The appeal should be made in writing to the Examinations Officer stating the details of the complaint and the reasons for the appeal.
  - (b) The appeal must be submitted before the end of the first week in May of the year in which the written examinations are taken
3. 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.

4. If the candidate is not happy with the written response they have received then they can request a personal hearing before an appeals panel.
  - (a) The appeals panel will consist of the Examinations Officer (**Ms Beverley Myers**), Vice Principal (Exams) and a School Governor.
  - (b) The request for a personal hearing must be made within two days of receipt of the written reply to the initial appeal.
  - (c) The candidate will be given at least two days notice of the hearing date.
  - (d) A breakdown of the marks will be given to the candidate in advance of the appeal.
  - (e) The candidate may bring a parent/carer to the hearing.
  - (f) The teacher(s) involved will be present at the hearing.
5.
  - (a) The Examinations Officer will convey the outcome of an appeal and the reasons for that outcome in writing to the candidate.
  - (b) The school will maintain a written record of all appeals.
  - (c) The school will inform the Awarding Bodies of any change to an internal assessed mark as a result of an appeal.

6. Re-Marks (Enquiries About Results)

If you are not happy with the result that you have achieved, you can request a re-mark. You must ensure that your Enquiry About Results form, together with payment reaches the Exams Office by the above dates. No requests can be accepted after the deadline dates.

All re-marks must be paid for and the cost of this is between £25 to £50 depending on the exam board and papers re-marked. In the first instance please see the Examination's Officer so that they can provide you with the re-mark form and inform you of total costs.

If your grade/result changes; the fee will be refunded. The Awarding Bodies ask for at least 3 weeks for this re-marking to be done and a result to become available. As and when these come into the Exams Office we will let you know.

Ms. B. Myers

## Examinations Officer