

## **Westfield Academy - Internal Appeals Procedure 2019/2020**

### **Appeals against internally assessed marks (GCSE controlled assessments, GCSE coursework (outgoing) and GCSE non-examined assessment).**

#### **School Commitment**

Westfield Academy is committed to ensuring that whenever staff assess students' work for an 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, he/she may make use of this appeals procedure. The existence of this procedure is made known to students in subject lessons where coursework/controlled assessment is a component of the subject award.

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#### **Internal Procedure**

- The grounds for appeal relate only to the procedures used in arriving at internal assessment decisions and does not apply to the judgement themselves; you cannot appeal against the mark or grade only the procedures used.
- Appeals should be made in writing to the Head teacher by 31 May stating the details of the complaint and the reason for the appeal (see Appendix 1). The appeal letter should be signed by both the candidate and parent/guardian.
- The Head teacher will nominate a senior member of staff, who has played no part in the original assessment process, to lead the enquiry. An experienced Head of Department or School Governor to act as an independent member will also be on the panel.
- The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry should be completed by the end of June of that examination series.
- The candidate 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, and any changes made to improve matters in the future.
- The outcome of the appeal will be made known to the Head teacher, and will be logged as a complaint. The school will maintain a written record of all appeals. This record will include the outcome of the appeal and reasons for that outcome. This record will be made available to the Awarding Body at their request. Should the appeal bring any significant irregularity to light, the Awarding Body will be informed.

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## Moderation

After work has been assessed internally it is moderated by the Awarding Body (Examinations Board) to ensure consistency between Schools. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of 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.

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Simon Dallimore  
Head of Centre

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Abbie Taylor  
Exams Manager

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Date

.....  
Date

This policy is next due for review on **01/09/2020**



**INTERNAL APPEALS PROCEDURE**

*Please complete and return to Examinations Officer,  
Westfield Community School, Stiby Road, Yeovil, Somerset, BA21 3EP*

**Candidate's Full Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_

**Subject Teacher:** \_\_\_\_\_

**Details of Complaint:**

**Reason for Appeal:**

*If needed, please continue on additional page and attach to this sheet.*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**For Centre Use Only**

Name of Investigator: \_\_\_\_\_

Date Procedure received: \_\_\_\_\_

**Did assessment conform to Exam Board requirements?**

Date response requested to subject teacher: \_\_\_\_\_

Date response received: \_\_\_\_\_

Copy of subject teacher's response sent to candidate:

Date of reply from candidate: \_\_\_\_\_

Date reply received from candidate & outcome: \_\_\_\_\_

Date of appeal: \_\_\_\_\_

Date invitation sent to candidate: \_\_\_\_\_

**Members of the Panel:**

**Outcome of Appeal:**

Date information sent to candidate: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_