**The Haven School:**

**Centre No. 30417**

**Internal Appeals Procedures (Assessment) 2023/24**

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| **Approved Reviewed by:**SLT 24.10.22 | **Date of next review:**October 2024 |

**APPEALS AGAINST INTERNAL ASSESSMENT FOR EXTERNAL QUALIFICATIONS**

In accordance with the Code of Practice for the conduct of external qualifications produced by QCDA, The Haven School is committed to ensuring that:

§All work submitted for internal assessment is marked fairly, consistently and in accordance with the specification for the qualification concerned;
§Where a number of teachers are assessing work for the same specification, internal moderation and standardization will assure consistency;
§Internal assessments are conducted by appropriately trained staff who have the understanding, knowledge and skills required;
§Assessment of students’ work should be produced and authenticated according to the requirements of the specification;

If a student believes that this may have not happened in relation to his/her work then s/he may make use of this appeals procedure.

Please note:  Appeals may only be made against the process that led to the assessment and not against the mark or grade

***APPEALS PROCEDURE – INTERNALLY ASESSED MARKS***

1. Appeals should be made as early as possible in order to ensure that the internal appeals process is completed prior to the submission of centre marks to the awarding body.

2. Appeals must be made in writing (using the internal appeals form)

3. The head of centre will appoint a senior member of staff, e.g. a Deputy Headteacher, to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.

4. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the awarding body’s specification and subject-specific associated documents.

5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.

6. A written record of the appeal will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

**After candidates’ work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation may lead to mark changes. This process is outside the control of The Haven School and is not covered by this procedure**.

***Appeals procedure against centre decisions not to support an enquiry about results***

Following the issue of results awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the exams officer.

The service, enquiries about results (EARs), may be requested by centre staff or candidates (or their parents/carers). (EAR service 3 is not available to individual candidates). If a query is raised about a particular examination result, the exams officer, teaching staff and head of centre will investigate the feasibility of requesting an enquiry at the centre’s expense.

When the centre does not uphold a request from a candidate, the candidate may pay the appropriate fee, and a request will be made to the awarding body on the candidate’s behalf.

If the candidate (or their parent/carer) believes there are grounds to appeal against the centre’s decision not to support an enquiry, an appeal can be submitted to the centre using the internal appeals form at least one week prior to the internal deadline for submitting an EAR.

***Appeals procedure following the outcome of an enquiry about results***

Where the head of centre remains dissatisfied after receiving the outcome of an EAR, an appeal will be made to the awarding body, following the guidance in the JCQ publications Post-results services http://www.jcq.org.uk/exams-office/post-results-services and A guide to the awarding bodies’ appeals processes http://www.jcq.org.uk/exams-office/appeals

Where the head of centre is satisfied after receiving the outcome of an EAR, but the internal candidate and/or their parent/carer is not satisfied, they may make a further representation to the head of centre. Following this, the head of centre’s decision as to whether to proceed with an appeal will be based upon the centre’s internal appeals arrangements. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The internal appeals form should be completed and submitted to the centre within 10 calendar days of the notification of the outcome of the enquiry. Subject to the head of centre’s decision, this will allow the centre to process the appeal and submit to the awarding body within the required 14 calendar days. Awarding body fees which may be charged for the appeal must be paid by the appellant on submission of the internal appeals form. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

***Each Awarding Body specifies detailed criteria for the internal assessment of work.  After work has been assessed internally, it is moderated by the Awarding Bodies to ensure consistency between Exam Centres and between cohorts.  Such moderation frequently changes the marks awarded for internally assessed work.  It must be noted that this is outside the control of the school and cannot be covered by this appeals procedure.  If you do have concerns about this, please ask the Examination officer for a copy of the appeals procedure of the examination board.***

**Internal appeals form**

This form should be completed in all cases to lodge an appeal. Please tick to indicate what the appeal is against:

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|  | **internally assessed marks** |
|  | **the centre decision not to support an enquiry about results** |
|  | **the outcome of an enquiry about results**  |

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| --- | --- | --- | --- |
| Name of Applicant |  | Candidate name(if different) |  |
| Awarding body |  | Exam paper code |  |
| Subject |  | Exam paper title |  |
| Please state the grounds for your appeal below: Continue overleaf if necessary  |
| *Appeal against internally assessed marks* Appellant declaration By signing here, I am confirming I understand 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’s specification and subject-specific associated documents. I also understand the appeal may only be made against the assessment process not against the mark to be submitted by the centre for moderation by the awarding body. Signature: Date of signature:  |
| Appeal against the centre decision not to support an enquiry about results Appellant declaration By signing here, I am confirming I feel there are grounds to appeal against the centre’s decision. Signature: Date of signature:  |
| Appeal against the outcome of an enquiry about results. Appellant declaration By signing here, I am confirming I understand that the grounds for my appeal must relate to the awarding body’s procedures or the application of the post-result service procedures. I also understand that appeals do not generally involve further reviews of marking candidates’ work. I also confirm that I will pay in advance any fees which may be charged by the awarding body for the appeal. I understand this fee will be refunded if the appeal is upheld. Signature: Date of signature:  |

The appellant declaration against the relevant appeal must be signed, dated and returned to the EO, on behalf of the head of centre, to the timescale indicated in the internal appeals procedure.