



BARBARA PRIESTMAN ACADEMY



Appeals against Internal Assessment of Work for External Qualifications

Barbara Priestman Academy is committed to ensuring that, whenever it's 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.

The existence of this procedure is made known to students along with examination timetables and rules and regulations.

This procedure is available from the examinations officer and has been made public to all students.

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 examination series.
2. Appeals should be made in writing to the examinations officer, who will investigate the appeal. If the examination officer was directly involved in the assessment in question, or is unable to conduct the investigation for some other reason, a senior teacher will conduct the investigation.
3. The examination officer, or senior teacher, 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 QCA.
4. Students will be informed in writing of the outcome of the appeal, including any correspondence with the examination board, and any changes made to the procedure.
5. The outcome of the appeal will be made known to the head teacher and will be logged as a complaint under the Complaints Procedure. A written record of the appeal will be kept and made available to the exam board upon request. If the appeal brings any significant irregularity to light, the exam board will be informed.

After work has been assessed internally it is moderated by the examination board to ensure consistency between centres. Such moderation frequently changes the marks for internally assessed work. This is outside the control of Barbara Priestman Academy and is not covered by this procedure. If you have any concerns about this, ask the examinations officer for a copy of the appeals procedure of the relevant exam board.