



West Park

'A caring school where we put pupils and their achievement first'

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EXTERNAL EXAMINATIONS – INTERNAL ASSESSMENT APPEALS PROCEDURE

West Park School is committed to ensuring that whenever students' coursework/non-examination assessment is assessed for external qualification (GCSE, BTEC, and Vocational) this is done fairly, consistently, and in accordance with the specification for the qualification concerned. 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 will be assured by internal moderation and standardisation. If a candidate does not agree with the coursework/non-examination assessment marks awarded by a teacher and the disagreement cannot be resolved by discussion between the candidate, subject teacher and Head of Department then the candidate may follow the appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

1. The Examinations Officer is responsible for managing appeals relating to internal assessment.
2. Appeals should be made in writing to the Examinations Officer stating the details of the complaint and the reasons for the appeal.
3. Appeals must be submitted by the beginning of the first week in April of the examination year and the review of marking must be completed prior to the awarding body's deadline for submitting marks.
4. The teacher 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 of this will be sent to the candidate.
5. If the candidate is not satisfied with the written response received then they can request a personal hearing before an appeals panel
 - the request must be made within two days of receipt of the written reply to the initial appeal
 - the appeals panel will consist of the Examinations Officer, the Head of Department and two senior members of staff who have not previously dealt with this case
 - the candidate can be supported at the hearing by a parent/guardian
 - the teacher involved will be present
 - a breakdown of the marks awarded will be given to the candidate prior to the hearing
 - the appeals panel will consider whether the process used for the internal assessment complies with the requirements of the awarding body and the regulatory authorities Code of Practice
 - the Examinations Officer will convey the outcome, and reasons for the outcome to the candidate.
6. The school will maintain a written record of all appeals.

EXTERNAL ASSESSMENT APPEALS PROCEDURE

Where a candidate is unhappy with the mark awarded for a particular written examination paper/unit a clerical check or review of marking may be requested via the Examinations Officer. The candidate must be informed that his/her grade may be confirmed, raised or lowered and must give their permission in writing. Where the school does not uphold such an Enquiry About Results the candidate will be required to pay the relevant fee at the time of making the request. All enquiries must be made within the deadlines set by the awarding body.

Mrs L. Shepherd
Examinations Officer

