



WALTON HIGH SCHOOL

Proud to be part of Walton Multi Academy Trust



APPEALS AGAINST INTERNAL ASSESSMENT FOR EXTERNAL QUALIFICATIONS

Reviewed by Governors:	September 2024
To be reviewed:	September 2026
Leadership link person:	Mr B Fletcher

*Walton Multi Academy Trust refers to all schools within the Trust.
When referring to Trust Boards, this includes Local Governor Boards, and the term
'Governor' includes all Trustees or Local Board Governors.*

APPEALS AGAINST INTERNAL ASSESSMENT

FOR EXTERNAL QUALIFICATIONS

In accordance with the Code of Practice for the conduct of external qualifications produced by QCA, Walton High 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 standardisation 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

Stage One

- Appeals should be made as soon as possible, and should normally be made **by 30th April** for examinations in the summer series.
- Appeals must be made in writing to the Examinations Officer.
- The enquiry into the internal process will normally be led by the Examinations Officer and a member of senior staff appointed by the Headteacher (provided that neither has played a part in the original internal assessment process).
- The Examinations Officer and other member of staff will decide whether the process used for the internal assessment conformed to the requirements of the awarding body and the examination Code of Practice of the QCA. This will be completed before the end of the series.
- A copy of the appeal will be given to the teacher who made the original assessment. The teacher will be able to respond to the appeal in writing, and a copy of this will be sent to the appellant.

The appellant 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 steps taken to further protect the interest of candidates.

The outcome of the appeal will be made known to the Headteacher. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

If the appellant is unhappy about the response in writing, s/he can ask for a further investigation.

Stage Two

If the appellant is still dissatisfied with the decision after Stage 1, s/he has the right to appeal to the 'Appeals Panel'.

- The Appeals Panel will consist of two persons not previously involved, normally the Head Teacher and another.
- The appellant will be asked whether s/he wish to speak to the panel or wishes to be represented or accompanied by a parent, guardian or friend or make a written submission.
- The details of the investigation conducted in Stage 1 will be made available to the panel.
- The Examinations Officer and original assessor will be asked to meet the Panel to answer any further questions.
- The Panel will discuss and consider the information and the decision will be given to the appellant in writing within 5 working days of the meeting.
- A written record of the second appeal will be kept and made available to the Awarding Body at their request.

Note

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 relevant Examination Officer for a copy of the appeals procedure of the examination board.

Results Enquiries

If for any reason the school refuses to process an application for Results Enquiries, the student will have the right to make a complaint following the same route as in the above procedures.