



Internal Controlled Assessment and Examination Appeals Policy

Lammas School is committed to ensuring that whenever its staff mark candidates controlled assessment/coursework this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Lammas School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates work, internal moderation and standardisation will ensure consistency of marking.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. **N.B: an appeal may only be made against the assessment process and not against the mark submitted to the awarding body.**

1. Appeals should be made as early as possible, and no later than two weeks before the last timetabled examination in the series (e.g. the last GCSE written paper in the June GCSE examination series).
2. Appeals **must** be made in writing by the candidate's parent/carer to the examinations officer.
3. The head of centre will appoint a senior member of staff, i.e. an Assistant Head teacher or the Associate Head teacher, 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 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 the internal assessment procedures.
6. The outcome of the appeal will be made known to the Head teacher and will be logged as a complaint. A written record 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.

7. Enquiries about results (EARs) each awarding body publish procedures for appeals against its decisions. The Examinations Officer can provide copies of these and offer advice to candidates. Appeals against a grade or a result of an external examination have to be lodged by the School. The Head of Department will decide whether the School should support an EAR, taking into consideration knowledge of the exam system and their professional judgement. The candidate will be required to acknowledge that their grade may be confirmed, raised or lowered and will be responsible for paying the relevant fee at the time of the request whether the School does or does not uphold a request for such an enquiry. Where the student wishes to challenge the decision not to hold an enquiry or consequent appeal, a similar procedure to that mentioned above will be carried out.

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

Enquiries about results – when the results are published in August it is possible to make an enquiry about those results. The exams officer/SLT can provide details on request.

DS June 2014

Reviewed – DS June 2015

Reviewed – KF May 2016

Amended – KF May 2016

Amended – KF January 2017

Next review date: December 2017