



# Northampton School *for Boys*

## INTERNAL APPEALS PROCEDURE FOR INTERNAL ASSESSMENTS

The Joint Council for Qualifications Code of Practice requires schools to have a published appeals procedure relating to internal assessment decisions.

This procedure applies to GCSE and GCE coursework, controlled assessments, performances etc. and should be read in conjunction with the

- Public Examinations Policy incorporating the procedures on Plagiarism

The school is committed to ensuring that whenever its staff assesses students' work for external qualifications, this is done fairly, consistently and in accordance with the specification for the qualification concerned.

Assessments are conducted by teachers that have appropriate knowledge, understanding and skills. Students' work should be produced and authenticated according to the requirements of the examination board. Where a set of work is divided between staff, consistency will be assured by internal moderation and standardisation. If students believe that this may not have happened in relation to his/her work, he/she 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.**

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 examinations series.
2. Appeals should be made in writing to the member of Senior Staff with responsibility for examinations. If that person was directly involved in the assessment in question, another member of the Senior Staff team will be appointed to conduct the investigation.
3. The person conducting the investigation will decide whether the process used for the internal assessment conformed with the requirements of the awarding

body and examination code of practice of the QCA. This will be done before the end of the summer examinations.

4. The result of the appeal will be made known in writing to the parties concerned, together with any correspondence with the awarding body, any changes made to the assessment of the piece of work in question and any changes made for the future.
5. 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.

After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. **Such moderation may change the marks awarded for internally assessed coursework. That is outside the control of the school and is not covered by this procedure.**

**SPONSOR: D Kennedy**

**APPROVED BY: Governor Curriculum Committee**

**DATE: March 2012**

**For a copy of the full Public Examinations Policy please contact the Examinations Officer**