



Poole Grammar School

Controlled Assessments and Internal Assessments for External Examinations Appeals Policy

Poole Grammar School is committed to ensuring that whenever its staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are 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 awarding body. Where a set of work is divided between staff, consistency will be assured by internal moderation and standardisation. The school shows its commitment to the process by devoting professional development time to this activity on an annual basis.

Students will be notified of their assessment mark awarded by the school, after the internal moderation process and in advance of the submission of marks to the examination boards. This will allow for sufficient time for the appeals process to be completed before the Awarding Bodies submission deadlines. Students will be advised that these marks are subject to change after external moderation is completed by the Exam Board.

If a student feels that this may not have happened in relation to his work, he should raise his concern with the subject teacher or Head of Department. Where this does not satisfactorily address the concern the matter should be drawn to the attention of the Exams Officer who will investigate and consult with the Senior Leader, who is the subject link to the department. If the concern is still not resolved to the satisfaction of the candidate (if aged 18+) or the parent/guardian (for candidates under 18) a request can be made in writing for the matter to move to formal appeal. Please note that appeals may only be made against the process that led to the assessment, and not to the mark or grade awarded.

1. Appeals should be made as soon as possible upon receiving the assessment mark and before the individual subject deadline, which will be communicated with students and parents.
2. Appeals should be made in writing to the Headteacher who will investigate the concern with two other members of staff (the panel) using the JCQ guidelines that are part of this policy.
3. The panel will review the process used for internal assessment and decide whether it conformed to the requirements of the awarding body and the examinations code of practice of the Standards and Testing Agency. The candidate who can be supported by a parent/guardian/friend may make a presentation to the panel. This will be done before the end of the examination series.
4. The appellant will be informed in writing of the outcome of the appeal, including correspondence with the awarding body, any changes made to the assessment of your work and any changes made to improve matters in 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 to light any significant irregularity, 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 can change the marks awarded for internally assessed work. This is outside the control of Poole Grammar School and is not covered by this procedure.

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Next Review		

