



## INTERNAL APPEALS POLICY AND PROCEDURE

### **Policy on Internal Assessments/Controlled Assessments for Qualifications with Awarding Bodies**

In accordance with the Code of Practice for the conduct of external qualifications produced by the QCA, BHASVIC is committed to ensuring that

- Internal assessments/controlled assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant Specifications for each subject.
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and/or assessment attend any compulsory training sessions.

If a student feels that this may not have happened in relation to his/her work, s/he 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 submitted by the centre for moderation by the awarding body.

### **Written Appeals Procedure**

A student or parent wishing to appeal against the procedure used in internal assessments/controlled assessments should contact the Examinations Officer as soon as possible to discuss the appeal, and the college must receive a written appeal

The procedure is as follows:-

- The Examinations Manager is in overall charge of managing appeals relating to internal assessments/controlled assessments.
- The appeal should be made in writing to the Examinations Officer stating the details of the complaint and the reasons for the appeal.
- The appeal must be submitted ***at least two weeks before the date of the last external exam in the subject.***
- The teacher(s) concerned in marking the assessment which is the subject of the appeal will respond to the appeal in writing to the Examinations Manager; a copy will be given to the candidate.
- If the candidate is not happy with the written response they have received then they can request a personal hearing before an appeals panel.
- The appeals panel will consist of the Examinations Manager and two of the following –the Assistant Exams Officer, the College Principle, the Vice Principal, The Assistant Principal (Director of Curriculum & Guidance), a College Governor or Faculty Head.
- The request for a personal hearing must be made within two days of receipt of the written reply to the initial appeal.
- The candidate will be given at least two days notice of the hearing date.
- A breakdown of the marks awarded will be given to the candidate in advance of the appeal.
- The candidate may bring a parent/guardian to the hearing.
- The teacher(s) involved will be present at the hearing.
- The Examinations Officer will convey the outcome of an appeal and the reasons for that outcome in writing to the candidate.
- The College will maintain a written record of all appeals.
- The College will inform the awarding bodies (examining boards) of any change to an internally assessed mark as a result of an appeal.

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of BHASVIC and is not covered by this procedure. If you have concerns about it, please ask the EO for a copy of the appeals procedure of the relevant awarding body.

### **Enquiries About Results (Re-marks)**

In cases of Enquiries About Results, where the college does not uphold a request for a departmental enquiry, the student must pay to have an enquiry carried out. 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.

### **Note**

Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgement on marks awarded is that of the awarding body. Appeals against matters outside the College's control will not be considered in the College's appeals procedure.