



## **WOOLWICH POLYTECHNIC SCHOOL** **INTERNAL APPEALS PROCEDURE**

### **Policy on Internal Assessments for Qualifications with English Awarding Bodies**

Woolwich Polytechnic 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 skill, and who have been trained in this activity. Woolwich Polytechnic 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 appeal procedure.

- Staff that have the appropriate knowledge, understanding and skills conduct internal assessments.
- 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.

### **Written Appeals Procedure**

Each Awarding Body publishes procedures for appeals against its decisions, and the Examinations Officer will be able to advise pupils and parents of these procedures.

The Awarding Body may make appeals to the school regarding the procedures used in internal assessment, but not the actual marks or grades submitted by the school for moderation.

A pupil or parent wishing to appeal against the procedure used in internal assessments should contact the Examinations Officer, Mrs Woods, as soon as possible to discuss the appeal, and the school must receive a written appeal *by 31<sup>st</sup> May for the summer series.*

On receipt of a written appeal the Examinations Officer/Head of Centre will conduct an enquiry into the internal assessment with a member of the Senior Leadership Team.



This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body and the Code of Practice.

The appellant will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates and any changes made to internal assessment procedures.

### **Statement for Pupils:**

If at any stage during your exam courses you have concerns about procedures used in assessing your internally marked work for public exams (e.g. coursework / portfolio / projects) you should see either the Head of Department or the Examinations Officer, Mrs Woods, as soon as possible.

**The Internal Appeals Procedure for Woolwich Polytechnic School has been produced to demonstrate compliance with the following:**

JCQ General Regulations for approved centres <http://www.jcq.org.uk/exam-office/general-regulations>

Further information can be obtained from: <http://www/jcq.org.uk/exams-office/controlled-assessments>  
<http://www.jcq.org.uk/exams-office/coursework>



## Internal appeals form

This form should be completed in all cases to lodge an appeal.

Please tick to indicate what the appeal is against:

- an internal assessment decision**
- the centre decision not to support an enquiry about results**
- the outcome of an enquiry about results**

Name of appellant	Candidate name <i>if different to appellant</i>
Awarding body	Unit/module/exam paper code
Subject	Unit/module/exam paper title

Please state the grounds for your appeal below:

*Continue overleaf if necessary*

### Appeal against an internal assessment decision

#### Appellant declaration

By signing here, I am confirming I understand the purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body's specification and subject-specific associated documents. I also understand the appeal may only be made against the marking/assessment process not against the mark submitted by the centre for moderation by the awarding body.

**Signature:**

**Date of signature:**

### Appeal against the centre decision not to support an enquiry about results

#### Appellant declaration

By signing here, I am confirming I feel there are grounds to appeal against the centre's decision.

**Signature:**

**Date of signature:**

### Appeal against the outcome of an enquiry about results

#### Appellant declaration

By signing here, I am confirming I understand that the grounds for my appeal must relate to the awarding body's procedures or the application of the post-result service procedures. I also understand that appeals do not generally involve further reviews of marking candidates' work. I also confirm that I will pay in advance any fees which may be charged by the awarding body for the appeal. I understand this fee will be refunded if the appeal is upheld.

**Signature:**

**Date of signature:**