



## INTERNAL APPEALS PROCEDURE

Under Section 2, paragraph 19 (ix) of the **Joint Council Code of Practice**, the Awarding Bodies require school centre offering their examinations to:

- Have a published appeals procedure relating to internal assessment decisions
- Make this document available and accessible to candidates

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

- Staff that have the appropriate knowledge, understanding and skills, conducts 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.
- Parents are made aware of the procedure to use if needing to make an appeal against Internal Coursework Assessment/Controlled Assessments.

### Written Appeals Procedure

Each Awarding Body publishes procedure for appeals against its decisions, and the Examinations Officer will be able to advise students 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 student or parent wishing to appeal against the procedure used in internal assessments should contact the Head of Centre, Mrs Anne Hill, as soon as possible to discuss the appeal, and the school must receive a written appeal *at least two weeks before the date of the last external exam in the subject.*

On receipt of a written appeal, the Head of Centre, together with the Examinations Officer and the Programme Leader, will conduct an enquiry into the internal assessment, provided neither of these has played any part in the original assessment process.

This panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedure have been properly followed as required by the Awarding Body concerned.

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.

### Statement for Students

If at any stage during your exam courses you have concerns about procedures used in assessing your internally marked work for public exams (eg, coursework/portfolio/projects/controlled assessments) you should see the Head of Subject unless any of these people are involved in assessing your internally marked coursework/controlled assessments, then you must see the Examinations Officer, Mrs Going.