



Redroofs

School for the Performing Arts

APPEALS AGAINST INTERNAL ASSESSMENT OF WORK FOR EXTERNAL QUALIFICATIONS

Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

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 to the awarding body.

Internal Procedure

1. Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in that examination series (eg the last GCSE written paper in the June GCSE exam series).
2. Appeals should be made in writing by the candidate's parent/carer to the exams officer (EO), who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. If the EO is not able to conduct the investigation, the Head of Centre will appoint another member of staff of similar or greater seniority to conduct the investigation.
3. 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 and the examinations code of practice of the JCQ.
4. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
5. The outcome of the appeal will be made known to the Head of Centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.



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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 Redroofs and is not covered by this procedure. If you have concerns about this, please ask the EO for a copy of the appeals procedure of the relevant awarding body.

Centre Does Not Support An Enquiry About Results (EAR)

If the Centre does not agree to support the candidates request for an enquiry, the student may appeal against this decision. Appeals should be made in writing to the Examination Officer, at least 5 working days before the published deadline for EARs. The appeal should state, in detail, the reason(s) for the appeal. This appeal should be signed, dated and should include the daytime contact telephone number and email address (if possible) of the student, parent or carer. The appeal information will be reviewed by the Examinations Officer and a member of the Senior Leadership Team. The outcome of the appeal will be communicated either by telephone, email or 1st class letter as appropriate within 24 hours of receipt. The decision is final. If the Centre does not support the EAR the student may still proceed with the EAR but ALL costs involved will be paid by the student at the time the EAR is made. NO EARs will be made until fees are paid. Requests must be made in person to the Examinations Officer before the published deadline for EARs. If the enquiry is successful the fee will be refunded to the student. Outcomes following EARs will be forwarded by the Examinations Officer to the student as soon as they have been received from the Awarding Boards.