



Kelvin Hall School

Examination Centre 44169

Internal Appeals Policy (October 2015)

Introduction

All coursework and portfolio evidence will be assessed, standardised and verified in accordance with school policy and the requirements of the awarding body and qualification specification.

This document sets out the procedure that should be followed when a student or their carer appeals against an assessment judgement.

The Examinations Officer (EO) will be responsible for co-ordinating any appeal. The Deputy Head (Teaching and Learning) will make the final decision regarding the outcome of any appeal, and give guidance to the student or their carer regarding any appeal they may wish to make to the Awarding Body.

Appeals procedure

1. A student or their carer may approach the school in a number of ways to make an appeal, e.g. they may make first contact with, for example: the subject teacher, subject leader, personal tutor or Head of Centre. The person who is first contacted must inform the EO within 24 hours of receiving the request.
2. The EO will create an appeals record sheet and complete sections 1 – 7. This may require the EO to interview the candidate. This must happen within 48 hours of the EO receiving the appeal request.
3. The EO will then submit the appeal record sheet to the original assessor and Internal Verifier (IV). The IV will perform a second assessment and Internal Verification on the work and compare this judgement with the original. If the assessment is within the same band of marks as the original assessment, the original mark will stand. The EO will inform the candidate and their carer in writing of this decision. This must happen within 5 working days of the assessor and IV receiving the appeal.
4. The candidate/carers must write to accept or appeal against the judgment within 5 working days of the date of the letter. If the candidate/carers accepts the judgement the EO will complete the appeals record sheet, sections 8, 9 and 10, and acquire the signature of the Deputy Head (Teaching and Learning). The EO will keep on file the record sheet and correspondence.
5. If the second assessment deems that the candidate's work has been assessed and marked below what it is worth, then a further assessment by an alternative assessor must take place. This process must also be subject to IV. If this results in a higher mark being awarded then the EO will inform the candidate and their carer in writing of the re-grade. This must happen within 7 working days of the receipt of the appeal by the original assessor. The candidate/carers must write to accept or appeal against the judgement within 5 working days of the date of their letter. If the candidate/carers accepts the judgement the EO will complete the appeals record sheet, sections 8, 9 and 10, and acquire the signature of the Deputy Head (Teaching and Learning). The EO will keep on file the record sheet and correspondence.



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6. If neither of these judgements is acceptable to the candidate/carer and this view is received in writing within the time frame indicated, an appeal panel will be instituted. The EO will inform the Deputy Head (Teaching and Learning) within 48 hours of the request and the panel will sit within a further 5 working days.
7. The panel will consist of the Deputy Head (Teaching and Learning), two assessors, one IV and the EO. It will be the Deputy Head's job to assess the merit of the appeal, determine if the assessment and IV procedures have been conducted correctly and to make a decision on the final grading of the work. The Deputy Head's decision is final in terms of the internal appeals procedure.
8. The EO will write to the candidate/carer to inform them of the panel's decision, within 48 hours of the decision being made.
9. If the candidate/carer remains unhappy about the decision then the EO will explain how they should appeal to the appropriate Awarding Body.



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Internal Appeals Procedure – Record Sheet

1	Candidate Name	
2	Course Title	
3	Awarding Body / Course Code	
4	Unit number and Title	
5	Date of receipt of appeal	
6	Nature of complaint	
7	Reason for appeal	
8	Judgement of remark/IV	Original grade upheld <input type="checkbox"/> <i>or</i> Changed from <input type="checkbox"/> to <input type="checkbox"/>
9	Date of remark/IV	
10	Date of written response	
11	Date of candidate's acceptance of response	
12	Date of request for appeal hearing	
13	Date of appeal hearing	
14	Decision of appeal hearing panel	Original grade upheld <input type="checkbox"/> <i>or</i> Grade changed from <input type="checkbox"/> to <input type="checkbox"/>
15	Date of panel decision	
16	Date candidate informed	

Deputy Head (Teaching and Learning) _____

Date _____