

APPEALS AGAINST THE PROCESS FOR INTERNAL ASSESSMENT OF WORK (COURSEWORK/CONTROLLED ASSESSMENT) FOR EXTERNAL QUALIFICATIONS

Walton High is committed to ensuring that whenever its staff assesses students' work for external qualification; this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the examinations board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a student feels that this may not have happened in relation to her/his work, s/he may make use of this appeals procedure. This process should only be invoked when all other mechanisms within the centre have failed to resolve the matter. Note that appeals may only be made against the **process** that led to the assessment and **not** against the mark or grade.

The existence of this procedure is made known to students, and is published on the school website.

1. Appeals should be made as soon as possible, and, for the summer series, must be made by the 30 April.
2. Appeals should be made in writing stating the details of the complaint and the reasons for the appeal to the Walton High Examinations Officer, who will investigate the appeal along with a Vice Principal. If either were directly involved in the assessment in question or are unable to conduct the investigation for another reason, the Principal will appoint another member of staff to conduct the investigation.
3. The investigating officer will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and the examinations code of practice of the QCA. This will be done before the end of the series (currently the end of June for the summer series).
4. You will be informed in writing of the outcome of the appeal, including, if appropriate, any correspondence with the board, any changes made to the assessment of your work, and any changes made to improve matters in future.
5. The outcome of the appeal will be made known to the Principal, and will be logged as a complaint under the complaints procedure. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

You should be aware that after coursework/controlled assessment has been assessed internally it is moderated by the awarding body (examinations board) to ensure consistency between centres. Such moderation can change the marks awarded for internally assessed work. That is outside the control of Walton High and is not covered by this procedure. If you have concerns about this, please ask the Examinations Officer for a copy of the appeals procedure of the relevant examination board.