



Redland High School for Girls

APPEALS AGAINST INTERNAL ASSESSMENT OF WORK FOR THE EXTERNAL QUALIFICATIONS

Redland High School is committed to ensuring that whenever its staff assess 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 awarding body. 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 work, she 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.

The existence of this procedure is made known to students by reference in the Years 9, 10, 11 and 12 transfer letters in the summer holidays, and is available from the School Office on request.

1. Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in the examinations series. (The appeal must be made before the student begins examination study leave in May.)
2. Appeals should be made in writing to the Examinations Officer, who will investigate the appeal. If the Examinations Officer was directly involved in the assessment in question, the Headmistress will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise, if the Examinations Officer is not able to conduct the investigation for some other reason, another member of staff will be appointed.
3. The Examinations Officer or other member of staff 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.
4. The student will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of the work, and any changes made to improve matters in future.
5. The outcome of the appeal will be made known to the Headmistress, 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.

After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. Such moderation may change the marks awarded for internally assessed work. That is outside the control of Redland High School and is not covered by this procedure. If the student has concerns about this process, they should contact the Examinations Officer for a copy of the appeals procedure of the relevant awarding body.

Update: Summer Term 2010