

# EXAMINATION APPEALS PROCEDURES POLICY

Dated April 2021



## APPEALS AGAINST INTERNALLY ASSESSED MARKS

Gordano 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 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 his/her work, he/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 published on Firefly and the Gordano website.

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.
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 head will appoint another member of staff of similar or greater seniority to conduct the investigation.
3. The examination officer or other member of staff will decide whether the process used for the internal assessment conformed to 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. You will be informed in writing of the outcome of the appeal, including 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 head, 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 will be subject to external quality assurance review by the awarding body (examination board) to ensure consistency between centres. This could lead to changes in the marks awarded for internally assessed work. That is outside the control of Gordano School and is not covered by this procedure.

An appeal against an external quality assurance decision should be made in accordance with the appeal arrangements for Summer 2021, as indicated in the Centre Policy.

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