

## **Tiverton High School Non Examinable Assessments - Appeals Policy**

### **The purpose of this policy is:**

- to ensure that staff assess students' work for external qualifications in a fair and consistent manner and in accordance with the specification for the qualification concerned.
- to ensure that non examinable assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity.
- to ensure that non examinable assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject.
- to ensure that where a set of work is divided between staff, internal moderation and standardisation is consistent.

The Non Examinable Assessments - Appeals Policy will be reviewed every two years by the Exams Manager.

### **The Appeals Process**

If a student feels that the above 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 school for moderation by the awarding body.*

This procedure is available from the exams office and is posted on the exams notice board.

1. Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (eg the last GCSE written paper in the June GCSE exam series) or two weeks before the mark submission deadline for vocational qualifications.
2. Appeals should be made in writing by the candidate's parent/carer to the Exams Manager (EM), 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 EM 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, likewise if the EM is not able to conduct the investigation for some other reason.
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 as laid out in the General Conditions of Recognition (of an Awarding Body) November 2014 (OfQual 14/5545)
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 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.

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between schools. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of Tiverton High School and is not covered by this procedure. If you have concerns about this, please ask the EM for a copy of the appeals procedure of the relevant awarding body.