

Frederick Bremer School



APPEALS AGAINST ASSESSMENT PROCEDURES

Introduction

This policy relates to internal assessment on externally accredited courses. If at any time a student has concerns about internally marked work submitted as part of their accredited/examined course (e.g. coursework, portfolio, projects) they should use the following procedure. It is school policy not to reveal the precise coursework marks awarded internally, since these are subject to external moderation and can change.

Stage 1

If, after an assignment /coursework or any other type of assessment has been made, a student has reason to question the assessment given, he/she should talk to the assessor responsible for the assessment as soon as possible. The assessor will discuss this with the learner/candidate within 5 working days.

Stage 2

If concerns about the reasons for the assessment decisions are not resolved, the student has the right to request a reassessment by another independent assessor, where available. A written request should be made to the Assistant Headteacher (Exams) who will provide a copy to the Examinations Officer.

The reassessment should be completed within an appropriate time span, usually 2 weeks, after which the result will be recorded and communicated to the learner/candidate. If the appeal was successful the adjusted assessment will be recorded.

Stage 3

If there is still no agreement, the matter can be referred to the School Appeals Panel. The student will present their case personally to the Appeals Panel. The student may be accompanied by a friend or relative, but not a legal representative. The Appeals Panel will meet normally within 2 weeks and consist of:

- Deputy Head - Curriculum and Outcomes
- Assistant Head – Curriculum and Outcomes
- Head of Department

In accordance with the code of practice for the conduct of external qualifications produced by the JCQ, the Appeals Panel will focus on the *procedures* used in internal assessment, but *not the actual marks or grades* submitted by the college to the Awarding Body for moderation.

The Appeal Panel will put forward a resolution, within 5 working days, by which all parties must abide. A written record of appeals and their outcome will be kept by the examinations manager. Details of appeals are available to Awarding Bodies on request.