



St Robert of Newminster Catholic School and Sixth Form College



Biddick Lane, Washington, Tyne & Wear. NE38 8AF

Tel: (0191) 561 3810 Fax: (0191) 415 3801 Email: school@strobertofnewminster.co.uk

Head Teacher: Mr. D. Juric

Chair of Governors: Fr A. Cornforth

EXAMS APPEALS POLICY

Appeals against Internal Assessment of Work for External Qualifications

The school is committed to ensuring that whenever its staff assess students' controlled assessment/coursework for external qualifications; this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific documents for the qualification concerned.

Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The centre is committed to ensuring that the work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

N.B. THAT APPEALS MAY ONLY BE MADE AGAINST THE PROCESS THAT LED TO THE ASSESSMENT AND NOT AGAINST THE MARK SUBMITTED TO THE AWARDING BODY.

This procedure, available from the exams office, is as follows;

1. Appeals should be made as early as possible and no later than two weeks before the last timetabled examination in the series (e.g. the last GCSE written paper in the June GCSE exam series).
2. Appeals should be made in writing by the candidate's parent/carer to the examinations officer.
3. The Head of Centre will appoint a senior member of staff, i.e. an Assistant Headteacher or a Deputy Headteacher, to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
4. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the awarding body's specification and subject-specific associated documents.
5. 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 internal assessment procedures.
6. The outcome of the appeal will be made known to the head teacher 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 candidates' work has been assessed internally, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This is outside the control of the school and is not covered by this procedure.

