



ASTLEY COMMUNITY HIGH SCHOOL

INTERNAL APPEALS POLICY

Coursework and controlled assessment

This policy applies only to coursework and controlled assessment which is marked in school and moderated by the examination board. Normal enquiries after results procedures are available for board-marked work (see below).

1. Enquiries about coursework and controlled assessment marks should initially be addressed to the teacher responsible for assessing the work.
2. As soon as reasonably practicable, the teacher will provide the student with details of the marks awarded and explain the current status of the piece of work e.g. whether marking/internal moderation is complete.
3. In accordance with normal teaching practice, the teacher will discuss with the student the reasons for the awarding of a particular mark if examination board regulations allow this.
4. Additional information about the work e.g. comments recorded about it by the teacher, comments from internal moderation, any correspondence with the exam board about the piece of work etc are available to the student in accordance with the LHS data protection policy, where this does not contravene examination board regulations.
5. If the teacher has doubts about authenticating a piece of work, these will be raised with the student at the earliest opportunity. The student will be given a chance to remove material which cannot be authenticated or to undertake an alternative task if this is practical. The head of department, examinations officer, head of centre and parents will be informed in all cases where work cannot be authenticated.
6. If the student is not satisfied that the piece of work has been marked fairly and in accordance with the instructions of the examination board, a formal appeal may be made in accordance with the ACHS complaints policy.
7. The deadline for internal appeals is seven working days after the student is given their final mark.
8. Any appeal will include a review of procedures used in awarding marks.

9. The examination board will be informed if the findings of any appeal are not likely to be final by the date of the last externally assessed paper in the subject.
10. The examination board will be informed of the outcome of any appeal which has implications for the conduct of exams or the issue of results at the centre.
11. Full details of any appeal will be made available to the examination board on request.
12. Internal Appeals Policy can be found on school website within the Examination Information

Enquiries after results

1. Candidates may request individual re-marks and clerical checks. Advice about these services is available from subject teachers and the examinations officer, but the final decision rests with the candidate. Candidates must sign the appropriate consent form, indicating that they understand that marks may be raised OR LOWERED and that the new mark cannot be rejected in favour of the previous one. It is the candidate's responsibility to ensure that the information on the consent form is correct as mistakes cannot always be rectified later.
2. Candidates must pay the fees for enquiries after results, including an administration fee, either by cheque or by obtaining parental consent for the fee to be added to their school account.
3. Requests for enquiries affecting more than one candidate, for example re-moderation of coursework, must be addressed to the head of centre, who will decide if the enquiry is in the best interests of all the candidates involved.
4. If a candidate is not satisfied with the outcome of an enquiry after results, they should discuss the situation with the examinations officer who will, if necessary, consult the appeals officer at the examination board. Formal appeals will only be made if the head of centre is satisfied that the grounds are sufficient for the appeal to have a good chance of success.
5. The Astley Community High School complaints procedure can be used by any candidate who is not satisfied with a decision made by the head of centre about enquiries after results.

DATE: January 2018

REVIEW DATE: ANNUALLY