



Stationers' Crown Woods Academy
Aspire, Strive, Thrive
Executive Principal: Mr David Millar

March 2017

APPEALS AGAINST INTERNAL ASSESSMENT OF WORK FOR EXTERNAL QUALIFICATIONS

In accordance with the Code of Practice produced by the Regulatory Authorities in relation to external awards, **Stationers' Crown Woods Academy** is committed to ensuring that whenever its staff assesses students' work for external qualifications, 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.

In instances where work has been divided between staff, consistency should be assured by internal moderation and standardisation. Staff responsible for this will attend any compulsory training sessions.

Students' work should be produced and authenticated according to the requirements of the Awarding Body.

The appeals process may be used in the following cases:

- a) If a student has any concerns about the procedures used in assessing his/her internally marked work for public exams (e.g. controlled assessment/coursework/portfolio/projects). Please note that ***appeals may only be made against the process that led to the assessment and not against the actual mark or grade.***
 - b) If a student wishes to appeal against a decision to reject his/her controlled assessment on the grounds of malpractice
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, e.g. by the end of June for the summer series.
 2. Appeals should be made in writing to Mr F Rahman, Associate Principal, who will investigate the appeal. If for any reason Mr Rahman is unable to conduct the investigation or was directly involved in the assessment in question, then a member of staff of similar or greater seniority will be appointed.
 3. The appointed staff member, together with at least two other members 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. Any difficulties in meeting this deadline will be raised with the Awarding Body.

4. You will be permitted to have support in the presentation of your case from a parent/guardian or friend.

5. You will have access to the following information, if requested :-
 - The marks awarded by the centre for an internal assessment
 - All comments recorded by the centre and the Awarding Body relating to your internally assessed work
 - Any correspondence between the centre and the Awarding Body relating to your internally assessed work
 - Information, if available at the time of the appeal as to whether the work was sampled by the Awarding Body
 - The moderated mark given to the work by the Awarding Body, if known
 - Relevant Awarding Board procedures for the conduct of internal assessments

6. You will be informed of the outcome of the appeal, including any correspondence with the Awarding Body, any changes made to the assessment of your work, and any changes made to improve matters in future.

7. The outcome of the appeal will be made known to the Executive Principal, Mr D Millar and 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.

You should note that after work has been assessed internally it is moderated by the Awarding Body to ensure consistency between centres. This moderation process can change the marks awarded for internally assessed work. This is outside the control of Stationers' Crown Woods Academy and is not covered by this appeals procedure. If you have any concerns about it, please ask the Examinations Officer for a copy of the appeals procedure of the relevant Awarding Body.