



## King Edward VI Camp Hill School for Girls Appeals Procedure

### Appeals against internal assessment of work for external examinations (coursework and controlled assessment)

King Edward VI Camp Hill School for Girls is committed to ensuring that whenever staff assess students' work for external qualification, it is done fairly, consistently and in accordance with the specification of the qualification concerned. Students' work will be produced and authenticated according to the requirements of the examinations board. Where a set of work is divided between staff, consistency will be assured by internal moderation and standardisation.

If a student feels that this may not have happened in relation to her work, she may make use of this appeals procedure.

Note that appeals can *only be made against the process that led to the assessment and not against the mark or grade.*

This procedure is available from the examination office and is posted on the examinations noticeboard and school website.

1. Appeals should be made as soon as possible and must be made before the end of the first week in May of the year when the written examination takes place.
2. Appeals should be made in writing to the Examinations Officer, stating the details of the complaint and the reasons for the appeal. If the Examinations Officer 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. If the Examinations Officer is not able to conduct an investigation for any reason the same criteria will apply.
3. The Examinations Officer or other member of staff will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and JCQ guidelines. This will be completed before the coursework deadline (usually mid May)
4. Information on the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of work, and any changes made to improve matters in the future will be given to the appellant in writing.
5. The outcome of the appeal will be made known to the Headteacher. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any irregularity to light, the awarding body will be informed.