



**13 Windsor Avenue, Belfast BT9 6EE**

**Founder: Daphne M. Bell MBE HON. FTCL LRAM LTCL**

## **INTERNAL APPEALS PROCEDURE FOR INTERNAL ASSESSMENT INFORMATION FOR PARENTS AND STUDENTS FROM 2020**

The GCSE, GCSE in vocational subjects, GCE and VCE Code of Practice produced by the Regulatory Authorities has been designed to promote quality, consistency, accuracy and fairness in assessment and awarding. Awarding bodies have agreed to implement the Code of Practice in full.

### **Notification of Coursework/Controlled Assessment results**

Tutors will inform students of the results in class and students are permitted to see the marking and mark sheets for each piece of course work/controlled assessment.

### **If you are unhappy with an aspect of internal assessment:**

- You should first discuss the problem with your tutor
- If you are still unhappy you should then lodge an appeal with a member of the Management Committee.

### **Notification of Appeal by student**

Students will then have a period of 2 weeks from the dispatch of the Coursework/Controlled Assessment report from which they can make an appeal about a coursework mark.

Students must fill in the 'Student Appeal Application' form and must give it to Esther O'Sullivan in the office.

### **What are the Grounds for Appeal?**

The Code of Practice for External Examinations has put a responsibility upon the Awarding Bodies to require centres offering their examinations to commit themselves to ensure that 'publishing Appeals procedures relating to internal assessment decisions are made widely available and accessible to all candidates.'

As a result, if you feel that you have adequate grounds for complaint about a particular mark or result you have obtained for a piece of coursework/controlled assessment or if you disagree with a centre decision not to support a clerical recheck, a review of marking, a review of moderation or an appeal you can make a formal complaint that will be investigated fully within the College to ensure that you have been assessed in a fair and consistent manner.

## Appeals Procedure Summary

1. Appeal will be delivered to the Management Committee by the student or a parent of a student before the published deadline.
2. The Committee will convene an Appeals panel to meet which will be not less than 3 people and will include the tutor involved.
3. The candidate, with or without the assistance of a representative (parent/guardian, friend), may present their case to the panel either verbally, or more normally in writing via the application form provided
4. Candidates are permitted access to the following information:
  - The marks awarded to them by the centre for this piece of work
  - All comments recorded by the centre relating to their internally assessed work
  - Information, if available at the time of the appeal, as to whether their work was sampled by the Awarding Body
  - The moderated mark given to the work by the Awarding Body, if known
  - Relevant awarding body procedures for the conduct of internal assessments
5. A written record and minutes of every discussion pertaining to the appeal will be kept on file
6. Students will be informed in writing of the result of the appeal, including the reasons for the outcome and details of any action taken.

## Exam Appeals Panel Procedure

The purpose of the panel meeting is to establish whether or not the proper marking and moderation procedures have been put into place, and to assess whether the mark produced was a fair and accurate representation of the application of these procedures.

The following procedure will be observed at the meeting:

1. The Chair will introduce the meeting by describing the procedures which will be followed.
2. The applicant's case will be put to the panel and any witnesses called as appropriate.
3. The panel will have the opportunity to ask questions of the appellant and any witnesses (if present).
4. The tutor will be allowed to put their case, calling upon any witnesses as appropriate.
5. The tutor will spell out the following information:
  - How was the coursework/controlled assessment marked?
  - What guidance has the tutor received to mark this coursework/controlled assessment?
  - What procedures were put into place to moderate and standardise the student's work within the class?
6. The panel will have the opportunity to ask questions of the tutor and any witnesses.
7. The appellant and any witnesses, if present, will leave the meeting and will be informed of the decision in writing within 5 working days.
8. The panel will deliberate in private and will either confirm the original decision or uphold the appeal. If the appeal is upheld, the tutor must modify the candidate's mark and inform the exam board.
9. Full details of the appeal will be held on file by the Committee of Management and are to be made available to the awarding body on request.

Please note that the panel will NOT be asked to rule on the level of help that a tutor has given to a student for the completion of a piece of work. This is not grounds for appeal.

# STUDENT APPEAL APPLICATION FORM

Student Name: \_\_\_\_\_

Subject: \_\_\_\_\_

Level:

GCSE \_\_\_\_\_

AS \_\_\_\_\_

A2 \_\_\_\_\_

Assessing tutor: \_\_\_\_\_

Description of coursework/controlled assessment: \_\_\_\_\_

\_\_\_\_\_

Assessed mark by tutor: \_\_\_\_\_ out of \_\_\_\_\_

Why are you appealing this mark?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ candidate

Signed: \_\_\_\_\_ parent

Dated: \_\_\_\_\_

Office use only

Date appeal received: \_\_\_\_\_ Outcome dated: \_\_\_\_\_

Date first panel meeting: \_\_\_\_\_ Outcome: \_\_\_\_\_