

CITY OF LONDON SCHOOL FOR GIRLS

APPEALS POLICY AND PROCEDURE RELATING TO INTERNAL ASSESSMENT DECISIONS FOR EXTERNAL QUALIFICATIONS

Internal Assessment Appeals Policy

This policy and procedure is for the benefit of pupils ('candidates'), and parents of pupils, at the City of London School for Girls ('the School'). This policy and procedure will be relied upon in respect of **Appeals relating to Internal Assessment Decisions for External Qualifications**.

Internal assessment of a candidate's work forms part of many public examinations. The examination boards/awarding bodies ('awarding bodies') have their own procedures for dealing with appeals against externally assessed elements of public examinations. In addition, **an appeal can be made to the School concerning the internal assessment but only in respect of the procedures used in arriving at internal assessment decisions, not in respect of the internal assessment decision itself.**

Each awarding body publishes its arrangements for appeals against its decisions and specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment. As grounds for an appeal may only relate to procedures, we are not required to make internally assessed coursework marks available to candidates before moderation although we may do so if permitted by the relevant awarding body. The final judgement on marks awarded is that of the awarding body. Appeals against matters outside the School's control will not be considered in the School's appeals procedure.

Any other concerns or complaints against the School will be dealt with under the School's Complaints Policy and Procedure for Parents and Pupils (unless otherwise stated). Complaints made by members of the public about the School will be dealt with under the City of London's Complaints Procedure.

In undertaking internal assessment in respect of external qualifications and in accordance with the General Regulations for Approved Centres produced by the Joint Council for Qualifications (JCQ) and the GCSE, GCE, Principal Learning and Project Code of Practice produced by the Office of Qualifications and Examinations Regulation (OFQUAL), the School is committed to ensuring that:

- (a) it meets the administrative requirements of the awarding body;
- (b) internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
- (c) assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification for the particular qualification;

- (d) the consistency of the internal assessment is secured through internal standardisation as necessary;
- (e) staff responsible for internal standardisation attend any compulsory training sessions;
- (f) candidates' assessment evidence is retained under secure conditions in the event of enquiries about results or appeals and sufficient evidence (documentary, photographic, audio taped or videotaped, as appropriate) will be kept by internal assessors to support their judgements; and
- (g) these appeal procedures are made available and accessible to all candidates.

Internal Assessment Appeals Procedure

1. An appeal can be made to the School concerning internal assessment. This procedure will be used for appeals by candidates against internal assessment decisions. The grounds for appeal only relate to procedures used at arriving at internal assessment decisions. The appeal does not apply to the judgement itself.
2. The Deputy Head (Academic) will inform candidates of their right to appeal against procedures use in internal assessments for public examinations.
3. The appeal must be made by parents in writing addressed to the Headmistress, setting out the grounds for the appeal.
4. The appeal must be made at least two weeks before the date of the last externally assessed paper of the series.
5. Management of the matter may be delegated by the Headmistress to the Deputy Heads.
6. The appeal will then be referred to the School's Internal Assessments Appeal Panel ('the Panel').
7. The Panel will consist of three people, at least one of whom has not been involved in the internal assessment decision. The Panel will normally consist of the Deputy Head (Academic) the Examinations Officer and a Head of Department/Subject.
8. The meeting of the Panel will be convened as soon as possible, normally no later than five (5) working days of receipt of the appeal, dependent upon availability of the Panel members. The Panel will use its reasonable endeavours to consider and resolve the internal appeal by the date of the last externally assessed paper of the series.

9. The Panel will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the awarding body concerned and Ofqual and JCQ rules and regulations.
10. The Headmistress will be informed of the Panel's decision and within five (5) working days of this decision the candidate and her parents will be informed in writing of:
 - (a) the outcome of the appeal,
 - (b) reasons for the decision,
 - (c) any relevant communications with the awarding body, and
 - (d) any steps taken to further protect the interests of the candidate.
11. A record of the Panel meeting, decision and reasons for decision will be kept by the School. These documents will also be given to the awarding body should they request it or where the outcome of an appeal has implications for the conduct of the examination or the issue of results at the School. A copy will be kept in the pupil's confidential file.

Reviewed: January 2015, June 2016

Approved by Board of Governors: October 2008 – going to the board in June 2016

To be reviewed by: July 2019