



Perry Beeches
The Academy Trust

Examination Appeals Policy

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Current version	1.1

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Appeals against Internal Assessment of Work for External Qualifications

Perry Beeches is committed to ensuring that whenever its staff assesses students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to his/her work, s/he may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the school for moderation by the Awarding Body.

This procedure is available from the Exams Office.

1. Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (e.g. the last GCE written paper in the June GCE exam series).
2. Appeals should be made in writing by the candidate's parents to the Deputy Head (Curriculum), who will investigate the appeal with at least one other member of staff who has not been involved in the internal assessment decision. If the Deputy Head (Curriculum) was directly involved in the assessment in question, the Exams Officer or another senior member of staff will conduct the investigation.
3. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the Awarding Body and the examinations code of practice of the QCA.
4. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the Awarding Body and any changes made to the procedure relating to internal assessment.
5. The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the Awarding Body upon request. Should the appeal bring any significant irregularity to light, the Awarding Body will be informed.

After work has been assessed internally, it is moderated by the Awarding Body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work that is outside the control of the School and is not covered by this procedure. If you have concerns about it, please ask the Exams Officer for a copy of the appeals procedure of the relevant Awarding Body.

Appeals against External Assessment Marks

Each Awarding Body publishes procedures for appeals against its decisions, and the Exams Officer will be able to advise students and parents of the procedures.

Where a candidate is unhappy with the mark awarded for a particular exam unit (e.g. written exam, coursework, practical assessment, etc.), a clerical check or re-mark may be requested via the Exams Officer. The candidate will be required to acknowledge that his/her grade may be confirmed; raised or lowered and will be responsible for paying the relevant fee. The decision as to whether to support such an enquiry will be made by the School on the basis of several factors, including knowledge of the exam system and professional judgement. Appeals may only be made against the processes that lead to the assessment and not against the mark or grade submitted by the centre moderation

Statement for Students

If at any stage you have any concerns about procedure used in assessing your internally marked work for public exams (coursework, projects, portfolios, etc.), you should see the Exams Officer as soon as possible.