



The Appeals Procedure for Internal Assessments

‘Striving for Excellence – the LORETO way’

APPEALS PROCEDURE FOR INTERNAL ASSESSMENTS

Rationale

The Appeals Procedure for Internal Assessments conducted by Loreto Grammar School which are submitted to an Awarding Body to contribute to a GCSE or GCE.

1. An appeals procedure relating to internal assessment which contributes to externally graded examinations decisions, exists within this centre, Loreto Grammar School. The centre will support all enquires for appeal.
2. Internal appeals will be managed by Mrs M. Gavin VP.
3. An Appeals Panel will consider all internal appeals. The panel will consist of one member of the Board of Governors, the Principal and a Vice Principal who have not been involved in the internal assessment decisions.
4. All candidates should be able to gain access to:-
 - The marks awarded to them by the centre for an internal assessment.
 - All comments recorded by the centre relating to their internally assessed work.
 - Any correspondence between the centre and the Awarding Body 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.

Procedure

1. A request for an appeal must be submitted formally in writing to Mrs M. Gavin VP before the date of the last externally assessed paper of the series e.g. before 30th June.
2. The Appeal Panel will process the Appeal within 14 calendar days of receipt
3. Formal notification should include the following information:-
 - a. Name and examination number of candidate
 - b. Title of subject and level of coursework
 - c. Date of final submission of coursework
 - d. Full description of the reason for appeal.
4. The Teacher(s) concerned in making the assessment, which is the subject of the appeal will see a copy of the appeal and respond to this in writing, with a copy sent to the candidate.

At the Hearing the Appeal Panel will consider:-

- the format of the coursework.

- the assessment criteria used to mark coursework.
- the deadlines for handing up drafts and/or final versions.
- the responsibility held by the student for fulfilling the coursework requirement.
- the support, according to the subject department practice, given to students by teachers in order for them to achieve their potential.
- copies of submitted coursework signed by parent/guardian, teacher and student.
- internal moderation procedures.

The Appellant may be supported in the presentation of her case by a parent/guardian/friend. She will be required to set out her case to the panel and will have the opportunity to ask the panel questions and sum up her case. After the appellant withdraws from the hearing the panel members will consider the case in private*. The decision of the panel will be referred to the student within 3 working days.

If there is a change to the allocated mark, the Awarding Body will be informed at the same time. This may necessitate changes to the grades of other students in the group.

This information for examination candidates will be issued to students in each academic year by the C2K Examinations Co-ordinator.

*As well as a review of the procedures used by the centre to award marks for internal assessments, the Panel will also consider the conformity of those procedures with the published requirements of the Awarding Body and the Code of Practice.