



The John Bentley School
An Outstanding Centre for Learning

INTERNAL APPEALS PROCEDURE
Policy on Internal Assessments for Qualifications
with English Awarding Bodies
(GCSE, GCE, BTEC, FCSE, Other qualifications
within the National Qualifications Framework)

The John Bentley School ensures everyone achieves more than they ever thought possible by:

- Maximising academic success for all through the relentless pursuit of excellent teaching and learning
- Understanding and caring fully for each individual through the continuous development of outstanding relationships for learning
- Working in partnership with parents/carers and our community to achieve excellence for all

In accordance with the Code of Practice for the conduct of external qualifications produced by the QCDA, The John Bentley School is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject.
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and/or assessment attend any compulsory training sessions organised by the Awarding Bodies.

Written Appeals Procedure

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

Appeals may be made to the school regarding the *procedures* used in internal assessment, but *not the actual marks or grades* submitted by the school for moderation by the Awarding Body.

A student or parent wishing to appeal against the procedures used in internal assessments, should contact the Examinations Officer as soon as possible to discuss the appeal. A written appeal stating the details of the complaint and the reasons for the appeal must be received by the Headteacher at least two weeks before the date of the last written examination in the subject.

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer and a member of the school's Senior Leadership Team. This will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.

The appellant will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates.

Statement for Students and Parents

"If at any stage during an examination course you have concerns about the procedures used in assessing internally marked work for public examination, (coursework / portfolio / controlled assessments or projects) you should see the Examinations Officer, as soon as possible."

Enquiries after Results – Externally Marked Units

Following the issue of Results, candidates may wish to see a copy of their script or ask for their script to be re-marked.

A Priority script and Priority re-mark service is available for A-Level candidates whose place at University may be dependant upon results. The deadline for these services is one week after the publication of results.

Non priority scripts and re-marks are available for four weeks after the publication of results. Following a re-mark unit, marks and grades may be raised, stay the same or be lowered.

Fees and deadlines for these services will be available from the Exams Office following the issue of each set of results. Not all services are available for all subjects and/or levels.