

Blenheim High School

Appeals against Internal Assessment of Work for External qualifications and against Enquiry about Results' Decisions



Blenheim High School is committed to ensuring that whenever staff assess students' work for external qualifications, this is done fairly, consistently and in accordance with the specification for the qualification concerned.

Assessments should be carried out by staff who have appropriate knowledge, understanding and skills and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the Examinations Boards. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation. Students should always be aware of any deadlines set which relate to the submission of coursework/completion of controlled assessment tasks and of the consequences of any malpractice in the production of their work.

If a student feels that any of these principles have not been applied in relation to the assessment of his/her work, he/she may make use of this appeals procedure.

Students and their carers should note that appeals may only be made against the process used to make the assessment, not against the resulting mark or grade.

Any concerns should, in the first instance, be directed to the subject teacher or Head of Department who will be able to advise how assessments have been carried out. If concerns still remain, a formal appeal may be made, as follows:

- Appeals, which should be made as soon as possible, must be received at least two weeks before the end of the last externally assessed paper in the examination series.
- Appeals must be made in writing to the Examinations Officer who will log the appeal and pass it to a member of the Senior Management Team for investigation. The appeal must specify the piece(s) of coursework concerned and the reasons for the appeal being made.
- The Investigating Officer will decide whether the process used for the internal assessment met the requirements of the Awarding Body and the examinations code of practice of the QCA. The investigation will be completed within two weeks of receipt of the appeal.
- Written confirmation of the outcome of the appeal will be forwarded, together with any correspondence with the Board. Appellants will be notified of any changes made to the assessment process in their case and for the future.
- If the candidate is still not satisfied, he/she may request a personal hearing.
- The request for a personal hearing should be made, in writing, to the Examinations Officer.
- The candidate will be given reasonable notice of the hearing date and will be sent copies of any documents relevant to the case.
- A candidate who is representing him/herself may be accompanied by a carer or friend.

- The teacher(s) and candidate will have the opportunity to hear each other's submission to the Panel at the hearing.
- The Panel will consist of a member of the school's Senior Management Team (not previously involved in the case) and a member of the Governing Body.
- Written confirmation of the outcome will be forwarded within five working days of the appeal, together with any correspondence with the Board. Appellants will be notified of any changes made to the assessment process in their case and for the future.

The Head will be notified of the outcome of the appeal and a written record of the appeal and the result will be kept in the Examinations Office and made available to the Awarding Body at their request. Should the appeal bring any significant irregularity to light, the Awarding Body will be informed.

Once 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. This is outside the control of Blenheim High School and is not covered by this appeals procedure.

ENQUIRIES ABOUT RESULTS (EAR)

Once results have been received, a student may wish to query the result of one or more of their examined units. All exam candidates will receive notification of the EAR services offered by the Exam Boards when they receive their results. In the first instance, students will be required to discuss their concerns with a member of staff, who will explain which EAR service would be the most appropriate and the possible outcomes. The member of staff may recommend that an EAR is not made. However, it is ultimately the student's decision. Whenever an EAR is made involving re-marking a paper, whether at the request of the Centre or the student, the student is required to sign a declaration. This declaration confirms that he/she understands that marks may go down and that, if they do, this may affect the overall grade. The mark and grade awarded following the re-mark is final.

Each Year 10, 11, 12 and 13 student receives an electronic copy of this document at the commencement of the academic year. A copy is also published on the Blenheim High School web-site.