

Appeals against internal assessment of work for external qualifications

Gravesend Grammar School for Girls is committed to ensuring that whenever its staff assess 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. Students' work should be produced and authenticated according to the requirements of the awarding body. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

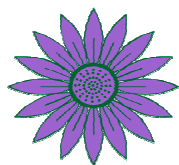
If a student feels that this may not have happened in relation to their work, they may use the appeals procedure outlined below. Please note that appeals may only be made against the process which led to the assessment, and not to the mark or grade awarded.

1. Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in the examination series. (This means before mid-June for the summer series as currently timetabled.)
2. Appeals should be made in writing to the examinations officer who will investigate the appeal. If the examinations officer was involved in the assessment in question, or is unable to conduct the investigation, Mr P Cowan (Deputy Headteacher) will appoint another member of staff of similar or greater seniority to conduct the investigation.
3. The examinations officer or other member of staff will review the process used for internal assessment and decide whether it conformed with the requirements of the awarding body and the examinations code of practice of the QCA. This will be done before the end of the examination series.
4. You will be informed in writing of the outcome of the appeal, including correspondence with the awarding body, any changes made to the assessment of your work and any changes made to improve matters in the future.
5. The outcome of the appeal will be made known to the Headteacher, and a written record of the appeal kept and made available to the awarding body at their request. Should the appeal bring to light any significant irregularity, 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. This is outside the control of Gravesend Grammar School for Girls and is not covered by this procedure.

Mrs N Chapman
Headteacher

Date:



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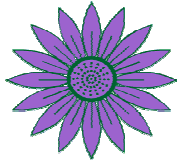
APPEAL NOTICE FOR GCE/GCSE EXAMINATION CANDIDATES

Internal Assessment Procedure – Appeals

- ❖ This is to let you know how to appeal about the procedures used in internal assessment for work that contributes to GCSE/GCE AWARD.
- ❖ The procedure at this examination centre – Gravesend Grammar for Girls will be supervised by the Examinations Officer. Mr P Cowan, Deputy Headteacher, will be aware of the details of all appeals in progress, and advised of their outcome.
- ❖ Any appeal will be considered by at least three members of Gravesend Grammar School for Girls staff, including your Head of Year.
- ❖ You will be allowed to be supported in the presentation of your case by a parent, guardian or friend.
- ❖ A written record of all Appeals will be held in the Examinations Office. This will include a record of the outcome, including the reasons for that outcome. A copy will be sent to you.
- ❖ All Appeals will include a review of the procedure used at Gravesend Grammar School for Girls to award marks for internal assessments to ensure that this complies with the requirements of the Awarding Body, and the published Code of Practice.
- ❖ You must complete the relevant form at least two weeks before the date of the final written examination paper in the subject that exam session. An internal Appeal will be resolved by the date of the final written examination paper of the session.
- ❖ Gravesend Grammar School for Girls will inform the Awarding Body of the outcome of any Appeal which has implications for the conduct of examinations or the issue of results at Gravesend Grammar School for Girls and full details of any Appeal will be made available to the Awarding Body on request.

How Do I Make an Appeal?

- ❖ You should seek advice from your Head of Year, or relevant Head of Faculty/Department.
- ❖ If you wish to make an Appeal, please fill in the form ‘RECORD OF INITIAL DISCUSSION OF ASSESSMENT DECISION’. A blank copy of this will be available from the Examinations Office, or you can download it from this site.
- ❖ Return the completed form to the Examinations Office.



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ACADEMIC APPEAL PROCEDURE

RECORD OF INITIAL DISCUSSION OF ASSESSMENT DECISION

Candidate Name Ebs No.

Course/Qual Aim Assessor Name

Work Assessed

Unit/Element/Module Decision/Mark/Grade

Reasons for Candidate's dissatisfaction

Assessor Response

Notes of discussion

OUTCOME

1. Assessor decision stands
2. Candidate Accepts Decision
3. Assessor decision modified
4. Candidate accepts modified decision
5. Candidate requests re-assessment

Candidate Signature Date

Assessor Signature Date

REQUEST FOR REASSESSMENT

To: Mrs F Murray (Examinations Officer) Date

FM signature on receipt Date Copy to HOF/PC on