



Internal Assessment Appeals Policy

Newbury Academy Trust

March 2018

Internal Assessment Appeals Policy

1. Introduction

- 1.1. "Academy", "Academy Trust" all refer to Newbury Academy Trust, Love Lane, Newbury, Berkshire, RG14 2DU. School refers to one of the three schools within the Newbury Academy Trust, Trinity School, Love Lane, Newbury, Berkshire, RG14 2DU; Fir Tree School, Fir Tree Lane, Newbury, Berkshire, RG14 2RA; Speenhamland School, Pelican Lane, Newbury, Berkshire, RG14 1NU.
- 1.2. The term Governor refers to both Full Governing Body Trustees and Local Governing Body Governors

2. Aims

- 2.1. In accordance with the Code of Practice for the conduct of external qualifications produced by QCA, Trinity School is committed to ensuring that:
 - 2.1.1. Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
 - 2.1.2. Assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification;
 - 2.1.3. The consistency of the internal assessment is secured through internal standardisation as necessary;
 - 2.1.4. Staff responsible for internal standardisation attend any compulsory training sessions.
 - 2.1.5. The student is entitled and will be issued with the final mark or grade on any piece of internally assessed work which contributes to their overall grade in that subject;

3. Appeals procedure

- 3.1. Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the School concerning internal assessment.
- 3.2. The appeal applies only to the procedures used in arriving at internal assessment decisions and **does not** apply to the mark or grade itself or the appeal **does** apply to the grade itself and must be made **within a working week** of the assessment decision being issued.
- 3.3. Where the appeal applies to the final grade of the candidate in an internally assessed piece there will be a separate form to fill out with a 3 stage appeals process, an official appeal document is available to enact this;

- 3.3.1. **Stage 1:** An appeal of the assessment decision is made where the assessor and candidate agree that the grade should be adjusted, this is recorded on the appeals form and kept on record.
- 3.3.2. **Stage 2:** An appeal of the assessment decision is made and there is disagreement between the candidate and assessor. In this instance the appeal is passed on to the designated SLT lead for appeals and an investigation will be conducted to determine if the grade is accurate. If the candidate is in agreement with the decision at this stage, then the appeals form is kept on record and the adjusted grade will be submitted
- 3.3.3. **Stage 3:** There is no agreement after stage 1 and 2 and the appeal is passed on to the exam board where their own appeals procedure is enacted in accordance to JCQ regulations.
- 3.4. Where the appeal is regarding the assessment process the parent/carer must make the appeal in writing to the School's Examinations Officer: appeals should normally be made before the end of the first week in May for examinations in the summer series. This deadline may be extended in exceptional circumstances in situations where the coursework marking and moderation schedule extends beyond this time.
- 3.5. the enquiry into the internal process will normally be led by Mr Stillman or another member of the SLT, provided that neither has played any part in the original internal assessment process;
- 3.6. The teacher making the assessment will be able to respond to the appeal in writing, and a copy will be sent to the appellant;
 - 3.6.1. The enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body and the 'Code of Practice'.
 - 3.6.2. The appellant will be informed in writing of the outcome of the appeal, including:
 - 3.6.2.1. Relevant communications with the Awarding Body;
 - 3.6.2.2. Any steps taken to further protect the interest of the candidates.
 - 3.6.3. If the appellant is unhappy about the response in writing, s/he can ask for a personal hearing, where the panel will consist of two persons not previously involved, normally the Head Teacher and a member of the Governing body.

4. Enquiries About Results (Re-marks)

- 4.1. In cases of Enquiries About Results, where the school does not uphold a request for such an enquiry, the student may normally pay to have an enquiry carried out. Where the student wishes to challenge the decision not to hold an enquiry or consequent appeal, a similar procedure to that mentioned above will be carried out

Note:

Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgement on marks awarded is that of the awarding body. Appeals against matters outside the School's control will not be considered in the School's appeals procedure.

The existence of this procedure is made known to students and their parents/carers by reference in the Pupil Examination Handbook. A copy is available on request from the Examinations office, and included on the website.

Authorised by	Resolution of the Board of Trustees
Date	14 th March 2018
Effective Date of the Policy	14 th March 2018
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