

# Roundwood Park School



## Appeals against internally assessed marks (GCSE controlled assessments and GCE coursework units)

Reviewed and updated January 2016  
(Standards and Curriculum Committee)

In accordance with the Code of Practice for the conduct of external qualifications, Roundwood Park School is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills and who have been trained in this activity.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the awarding body.
- Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking

### ***Written Appeals Procedure***

Each awarding body publishes procedures for appeals against its decisions, and the Examinations Officer, currently Mrs. M. Darvill, will be able to advise students and parents/carers 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/carer 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 must be received by the school from the candidate's parent/carer at least two weeks before the date of the last external exam in the series (e.g. the last GCSE written paper in the June GCSE examination series).

On receipt of a written appeal, the head of centre will appoint a senior member of staff to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.

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 changes made to internal assessment procedures.

The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Roundwood Park School and is not covered by this procedure.

If you have followed the guidance above and you believe that the school does not support your request for an enquiry about results or an appeal, you should contact the Chair of Governors c/o Mrs. L. Hamilton, Clerk to the Governing Body at [l.hamilton@roundwoodpark.co.uk](mailto:l.hamilton@roundwoodpark.co.uk)