

## **HARRIS ACADEMY SOUTH NORWOOD - INTERNAL APPEALS POLICY**

Harris Academy South Norwood is committed to ensuring that its staff assesses students' work for external qualification in a fair and consistent manner and in accordance with the specification for the qualification concerned. It is our practice that:

- internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
- assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification;
- the consistency of the internal assessment is secured through internal standardisation as necessary;
- staff responsible for internal standardisation attend any compulsory training sessions.

If a student feels that this may not have happened in relation to his/her work, s/he may use this Appeals procedure. PLEASE NOTE: appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the Centre for moderation by the Awarding Body. Each Awarding Body publishes its arrangements for appeals against its decisions.

### **To appeal against the internal assessment:**

- The student's parent, guardian or carer must make the appeal in writing to the Examinations Officer (EO) by 20 May of the relevant examination year.
- The EO will acknowledge receipt of the Appeal within 2 working days and hand a copy to the teacher making the assessment.
- The EO will investigate the Appeal with at least 2 other members of staff who have not been involved in the original internal assessment process.
- The teacher making the assessment will respond to the Appeal in writing within 3 days of receipt of the Appeal. A copy will be sent to the student's parent, guardian or carer.

The enquiry will consider whether the procedures used for the internal assessment conform to the published requirements of the Awarding Body and the Code of Practice of the QCA.

The Student will be informed in writing of the outcome of the appeal and a copy handed to the Principal. A written record will be kept and made available to the Awarding Body. Should the enquiry reveal any significant irregularity, the Awarding Body will be informed.

### **Further Review:**

If the Student is dissatisfied with the response in writing, s/he may ask for a personal hearing before a Panel consisting of two persons not previously involved, normally the Principal and a Governor or member of the Senior Leadership Team.

The outcome of the Review will be recorded and a copy sent to the Student and a copy retained by the Academy.

### **Please 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 Academy's control will not be considered in the Academy's appeals procedure.

*A copy of this procedure is given to students at the beginning of the Academic year. A copy is available on request from the Examinations Officer.*