



**THE BUSHEY
ACADEMY**

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The Bushey Academy Internal Appeals Policy

Internal Appeals about Assessment Decisions

The Internal Appeals Procedure is available for inspection on request.

The academy is committed to ensuring that whenever its staff assesses students' work for external qualification; this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff that has appropriate knowledge, understanding and skills. Students' work should be produced and authenticated according to the requirements of the examination board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardization. If students believe that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. **Note that appeals may only be made against the process that led to the assessment and not against the mark or grade. Appeals must be made before the common exam window closes.**

This will be the final stage in the normal process of considering and resolving disputes. It is expected that it will be used only in exceptional circumstances.

1. The exams officer is in overall charge of managing appeals relating to internal assessments.
2. If a student wishes to appeal about his/her internal assessment marks then the following procedures should be followed:
 - The appeal should be made in writing to the exams officer stating the details of the complaint and the reasons for the appeal
 - The appeal must be submitted before the end of the first week in May of the year in which the written examinations are taken
3. The teacher(s) concerned in marking the assessment which is the subject of the appeal will respond to the appeal in writing to the exams officer; a copy will be given to the candidate.

4. If the candidate is not happy with the written response they have received then they can request a personal hearing before an appeals panel.
- The appeals panel will consist of the exams officer and two of the following – SLT line manager; a governor; principal.
 - The request for a personal hearing must be made within two days of receipt of the written reply to the initial appeal
 - The candidate will be given at least two days notice of the hearing date
 - A breakdown of the marks awarded will be given to the candidate in advance of the appeal
 - The candidate may bring a parent/guardian to the hearing
 - The teacher(s) involved will be present at the hearing
 - The exams officer will convey the outcome of an appeal and the reasons for that outcome in writing to the candidate within 5 working days of the appeal date.
 - The school will maintain a written record of all appeals
 - The school will inform the awarding bodies (examining boards) of any change to an internally assessed mark as a result of an appeal

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 decision is outside the control of the school and is not covered by this procedure.** Details of the appeals procedure for the relevant awarding body are available from the examination officer.

Kathy McKenna
Examinations Officer