



Appeals Procedure for Internally Assessed units for GCSE and GCE Examinations

The Awarding Bodies for GCSE and GCE, as part of their Code of Practice, require all centres to have in place a published appeals procedure relating to internal assessment decisions, which is widely available and accessible to all candidates. This includes Controlled Assessments/NEA for GCSE and GCE.

As a matter of good practice, all candidates can gain access to;

- all comments recorded by Blundell's relating to their internally assessed work
- any correspondence between Blundell's and the Awarding Body relating to their internally assessed work
- information, if available at the time of the appeal, as to whether their work was sampled by the Awarding Body
- the moderated mark given to the work by the Awarding Body, if known
- relevant Awarding Body procedures for the conduct of internal assessment
- all information must be available at least two weeks before the exam board deadline for submission of marks.

The following is the Appeals Procedure at Blundell's School.

In the event of an appeal being made against the awarding of marks or grades in an internally assessed part of GCSE or GCE, the candidate making the appeal must make an application, in writing, to the Deputy Head (Academic) stating the subject in which the appeal is being made. This application must be made as soon as possible and not later than two weeks before the submission of marks deadline for the summer series of examinations as dictated by the Awarding Bodies. The outcome of any appeal must be known **before marks are submitted** (JCQ Regs 2017/2018). The Deputy Head (Academic) will acknowledge receipt of the application (within two days) and within ten days of the receipt of the application, the Deputy Head (Academic) will convene a meeting to consider the appeal. The candidate will be informed of the time and place of the meeting.

The appeal will be considered by three people consisting of; a member of the Senior Management Team (usually the Deputy Head (Academic)) acting as Chairman, the Head of the Department of the Subject involved and one other member of Staff (usually a teacher in the department involved). The make up of this panel will ensure that at least one member of the panel has not been involved in the initial assessment decision and that one member is not involved with teaching the subject concerned. The candidate will be allowed to make a presentation of his/her case and can be supported in this by a parent, guardian or friend. The final deliberations of the Panel will be in private.

A written record will be kept. This record will include the outcome of the appeal and the reasons for that outcome. A copy will be sent to the candidate within two days of the final decision.

The Head will be kept informed of any appeals asked for by candidates and the outcomes of appeals.

If the candidate's marks are communicated to the candidate at any point in the procedure, it must be stressed that marks can be changed as a result of external moderations.

A charge for the appeal may be levied by the School, if this is thought appropriate.

C H List
Deputy Head (Academic)
March 2018