



The Sweyne Park School

Internal Assessment Appeals Procedures

Student Copy

GCE/GCSE Coursework/Controlled Assessments

What is an Internal Assessment Appeals Procedure?

It is a method we use to be fair and to make sure that all students receive the marks or grades they deserve.

How your work is marked

Coursework/Controlled Assessments are assessed by your class teacher and awarded a mark or grade. The work is then marked by another teacher who checks that the standard is correct. This teacher is called a moderator. The teacher and the moderator will discuss the work and agree on the grade to be awarded.

Reasons for making an Appeal

You will be able to make an appeal against the marks or grade you have been awarded if any of the following problems have happened:

- Your work was not marked using the targets set, or the targets set were not clear enough for you to do your best.
- You believe your work reaches the standard described for a higher grade than you have been given.
- The moderator has changed the mark awarded by your teacher.
- There is evidence of preferential treatment towards other students/candidates.
- Your teacher did not follow the syllabus or teach the topics set by the exam board.
- You informed the school that you had medical or other serious problems and these were not taken into account.
- Staff did not keep to the agreed deadlines.
- Staff did not keep to the current Assessment Plan.
- You have been accused of cheating and you believe that your work is your own.

Informal Appeal Procedure

First of all, you should speak to the moderator and ask why your work received the grade or mark awarded. The moderator will explain to you why your mark was not as high as you had hoped or expected.

If you are not satisfied with the explanation you receive, then you may begin a formal appeal against the decision.

Formal Appeal Procedures

- a) If, after informal discussion with the moderator, you wish to make a formal appeal, you must ask the moderator, in writing, for a re-assessment. This must be done within ten working days of receiving the original assessment result.
- b) A member of the Leadership Team with the moderator will try to find a solution by discussing your work with you and the assessor. If it is not possible to reach an agreement, the Leadership team member and the moderator will set a date for the Coursework Appeals Panel to meet.

The Coursework Appeals Panel

The panel will be a subject teacher and two members of the Leadership Team.

- a) The Coursework Appeals Panel will normally meet within two weeks.
- b) A decision will be made by the panel and you will be informed personally.
- c) The outcome of the appeal may be:
 - Your mark will be changed
 - Your mark will stay the same
 - You will be given extra time to make changes to your work; (but you must finish by the exam board deadline)

External Moderation

Remember: a sample of work is sent outside school to be marked by an exam board moderator. The school will not know if any coursework marks are changed until after the results are published.