

# The Priory School

## Appeals procedure relating to Internal/Controlled Assessment of External Examination Work

The Priory School is committed to ensuring that the marking of candidates' internal and controlled assessment work is done fairly, consistently and in accordance with the Awarding Body's specification and subject-specific associated documents.

The appeals procedure at The Priory School will be supervised by the Senior Leadership Team. The Executive Head teacher will be aware of the details of all appeals in progress, and advised of their outcome.

Any appeal will be considered by at least three members of The Priory School staff, including your teacher. You can be supported in the presentation of your case by a parent, guardian, or friend. A written record of all appeals will be held in school including a record of the outcome and the reasons for that outcome. A copy will be sent to you.

All appeals will include a review of the procedure used at The Priory School to award marks for internal assessments and/or controlled assessments to ensure that this complies with the requirements of the Awarding Body, and the published Code of Practice.

You must complete the relevant appeal form at least two weeks before the date of the final written examination paper in the subject for that exam session. An internal appeal will be resolved by the date of the final written examination paper of the session.

The Priory School will inform the Awarding Body of the outcome of any appeal which has implications for the conduct of examinations or the issue of results at The Priory School and full details of any appeal will be made available to the Awarding Body on request.

### **Stage 1**

If a candidate is unhappy about the mark awarded for internal assessment or controlled assessments he/she should proceed as follows:

1. He/she should ask the subject teacher to explain why the mark was given.
2. If not satisfied with the explanation he/she receives he/she should see the Head of Subject concerned.

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### Stage 2

If the candidate still does not understand, or does not accept, the mark which has been awarded he/she can go to an appeals panel.

- If you wish to make an appeal, please ask the school office for the form 'Appeal relating to Internal / Controlled Assessment of External Examination Work'
- Return the completed form to the office.
- Once completed the candidate will meet with a panel that will consist of three people – the member of staff concerned, the Head of Subject and a member of Senior Management unconnected with the subject concerned
- If the Head of Subject is the teacher who awarded the disputed mark, another member of staff should be on the panel.
- The candidate can be supported in the presentation of his/her case by a parent, guardian or friend.
- A written record should be kept of the proceedings and should include the outcome of the appeal and the reasons for that outcome.
- A copy of the records should be sent to the candidate.
- Appeals should include a review of the procedures used by the Centre to award marks for internal assessment and controlled assessment and should consider whether those procedures were in conformity with the requirements of the Awarding Body and the Code of Practice.
- All appeals should have been resolved by the date of the last externally assessed paper of the examination series.
- The centre must inform the Awarding Body of any outcome of any appeal.

Reviewed: October 2018

Next review: October 2020