

# Appeals Procedure

## An Appeals Procedure for Harrogate High School for Internal Appeal about Internal Assessment Decisions

Harrogate High School 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 are conducted by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. The centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to his/her work, she/he may make use of this appeals procedure. Note that the 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.

This procedure is available from the Exams and Cover Manager and is posted on our website.

1. Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (e.g. the last GCSE written paper in the June GCSE exam series).
2. Appeals should be made in writing by the candidate's parent/carer to the Exams and Cover Manager, who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. If the Exams and Cover Manager was directly involved in the assessment in question, the Academy Head will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise if the Exams and Cover Manager is unable to conduct the investigation for some other reason.
3. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of Joint Council for Qualifications (JCQ).
4. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to the internal assessment.
5. The outcome of the appeal will be made known to the Academy Head and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

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. That is outside the control of Harrogate High School and is not covered by this procedure. If you have any concerns about it, please ask the Exams and Cover Manager for a copy of the appeals procedure of the relevant awarding body.

**Last updated: September 2019**