

**OAKDALE
COMPREHENSIVE
SCHOOL**

**INTERNAL
ASSESSMENT APPEALS
POLICY**

OAKDALE COMPREHENSIVE SCHOOL

INTERNAL ASSESSMENT APPEALS

All candidates will be informed of the marks awarded in the internally assessed component (coursework) of the course which they have undertaken.

*** candidates will be made aware that the marks awarded are subject to external moderation.**

All candidates and their carer/s have been informed of the availability of the internal assessment appeals process.

Should a candidate/carer not agree with the internal awarded mark, and all in house mechanisms of solution exhausted without the disagreement being resolved, the following appeals process will take place.

APPEALS CO-ORDINATOR

- Mr M Storey (Assistant Headteacher) – will be the senior member of staff appointed by the Headteacher to manage appeals.

Mr Storey will be responsible for:-

- disseminating information to all candidates and their carer/s about the appeals procedure
- informing the Headteacher about the existence and outcome of all such appeals.
- co-ordinating the appeals process and adhering to the set timescale outlined.

INTERNAL ASSESSMENT APPEALS PROCEDURE

- All appeals should be made in writing and directed to Mr Storey.
- The appeal should clearly state the details of the complaint and the reason for the appeal.
- The teacher/s and departmental head responsible for the awarded mark will be given a copy of the written appeal.
- The teacher/s and departmental head responsible for the awarded mark will be given an opportunity to respond in writing to this appeal.
- A copy of the written response made by the teacher/s and departmental head responsible for the awarded mark will be forwarded to the candidate/carer.
- Should the candidate/carer not be satisfied with the written response from the teacher/s and departmental head regarding the appeal, an opportunity will be given for them to attend a 'personal hearing'.

THE PERSONAL HEARING

The personal hearing will take the following format:-

- The personal hearing panel will consist of Mrs P Scourfield (Assistant Headteacher) and Mrs M Jones (Deputy Chairperson of School Governors).
- Adequate notice of the date set for the personal hearing will be given to the candidate/carer and the teacher/s and departmental head.
- The candidate/carer will be entitled to copies of all relevant documentation (e.g marks given, assessments made etc.) regarding the appeal prior to the personal hearing.
- At the personal hearing, the candidate will have the opportunity to be accompanied by one carer/friend as will the teacher/s if they so wish.
- At the personal hearing, both parties will have the opportunity to hear each other's submission to the panel.
- Minutes of the personal hearing will be taken.

FOLLOWING THE PERSONAL HEARING

- The appeals panel will inform; the candidate/carer/s, the teacher/s, the departmental head, and headteacher in writing the outcome of the appeal with appropriate reasons for the outcome.
- The centre will inform the Awarding Body if there is a change to an internally assessed mark as a result of an appeal.
- A record of all internal assessment appeals will be kept on file.