

## **Internal Assessment Appeals Policy**

Caroline Chisholm School is committed to ensuring that where staff assess students' work for external qualification, this is done consistently and in accordance with the specification for a specific subject.

This policy is designed to promote quality, consistency, accuracy and fairness in assessment and thus, awarding.

Assessment will be conducted by staff who have relevant knowledge and understanding, and who have been trained in the process.

The policy applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgements themselves.

### **Commitment**

- This policy will be made available to students requesting a copy by application to the exams office.
- The policy will be regularly reviewed by the school Governors.
- The Exam Office will manage the appeals process.
- The Exam Office will record all appeals and the subsequent decisions.
- Appeals must be made in writing to the Exams Office at least 2 weeks before the exam board internal assessment mark submission deadline.
- A copy of the appeal and the decision will be sent to the candidate.
- The school via the Exams Office will inform the Awarding Body of any outcome from an appeal which has implications for the conduct of the examination or the issue of results at the school.
- Full details of any appeal will be made available to the Awarding Body on request.
- Appeals will be dealt with before the exam board mark submission deadline.

### **Procedure**

- Appeals must be made in writing to the Exams Office.
- All supporting evidence should be included with the appeals notice.
- The enquiry into the internal process will be considered by an appeals panel of at least three (3) people; at least one of whom has not been involved in the internal assessment.
- The candidate making the appeal should be accompanied by a parent/guardian or friend at the time of the hearing
- If a candidate intends to use any written materials at the hearing, copies are to be provided to the Exams Manager seven (7) days prior to the hearing. This material will be distributed to the appeals panel in advance of the hearing.

**Secondary:** 01604 669200 **Primary:** 01604 669210 **Website:** [www.ccs.northants.sch.uk](http://www.ccs.northants.sch.uk)

**Principal:** David James **Vice Principals:** Andrew Fisher Katherine Patterson Gary Wakefield

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**The Wooldale Centre for Learning, Wootton Fields, Northampton NN4 6TP**

## Internal Assessments Appeals Process

### Appeal Notification Form

**Student Name** \_\_\_\_\_

**Tutor Group** \_\_\_\_\_

<b>Appeal Details</b>	
Subject and Course:	
<b>Assessment information</b> (please include the module/unit title and the assessment title, teacher teaching and marking the assessment):	
<b>Reason for appeal</b> (please give brief notes regarding your reason for appeal):	
Signed (Student)	Date
(Parent if student under 18) Name:	
Signed	Date
<b>Please ensure this is sent to the Exams Manager. Once received, you will get confirmation that your appeal notification has been received.</b>	