



# Brentwood School

## SENIOR SCHOOL APPEALS AGAINST INTERNAL ASSESSMENT OF WORK FOR EXTERNAL EXAMINATIONS

In accordance with the Code of Practice for the conduct of external qualifications produced by the QCA, Brentwood School is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject.
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and/or assessment attend any compulsory training sessions.

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

**Appeals may be made to the School regarding the procedures used in internal assessment, but not the actual marks or grades submitted by the School for moderation by the Awarding Body.**

### **Internal Assessment Written Appeals Procedure**

A pupil or parent wishing to appeal against the procedure used in internal assessments should contact the Examinations Officer as soon as possible to discuss the appeal, and a written appeal must be received by the School at least two weeks before the date of the last external exam in the subject.

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations officer and the Deputy Head (Academic). This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.

You will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of the work in question and any changes made to improve matters in future.

The outcome of the appeal will be made known to the Headmaster, and will be logged as a complaint under the school's complaints procedure. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

Should you be unhappy with the result of the investigation undertaken by the Deputy Head (Academic), you may pursue this matter further via the school's Complaints Procedure (available on the School's website).

After work has been assessed internally it is moderated by the awarding body (examinations board) to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of Brentwood School and is not covered by this procedure. Each Awarding Body publishes procedures for appeals against its decisions, and the Examinations Officer will be able to advise pupils and parents of these procedures. Further information about procedures may be obtained from the relevant examinations board and the Examinations Officer can provide details.