



Brentwood School

PROCEDURE FOR APPEALS REGARDING INTERNALLY ASSESSED COURSEWORK FOR EXTERNAL QUALIFICATIONS

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 supervised by staff who have the appropriate knowledge, understanding and skills, in accordance with the regulations set out by the relevant Awarding Bodies (which include regulations about whether feedback is permitted on draft work, the level of detail permitted in feedback, the amount of guidance permitted);
- Work is produced by candidates and authenticated according to the requirements of the relevant specification for the 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;
- Students are informed of the marks awarded by the School for any internally assessed work (before the work is sent for external moderation by the relevant examination board);
- Students are given an opportunity to appeal, in accordance with this procedure.

If a student feels that any part of the above 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 Appeals Procedure

A student or parent wishing to appeal against the procedure used in internal assessments should contact the relevant Head of Department as soon as possible to discuss the appeal. This needs to be after the student has received the internally-awarded marks for the work, but before the deadline for appeals (usually set as one to two weeks after the student has been informed of the mark), and before the work has been submitted to the examination board for moderation.

The student or parent needs to identify in what way the procedures and/or assessment instrument have not been applied correctly. The class teacher or Head of Department will then discuss the concern with the student or parent. There will be an opportunity for the procedure to be checked and verified by another member of the department who was not involved in the original marking.

If the student or parent is still not satisfied, the appeal can be referred to the Deputy Head (Academic) who will investigate, and check the Head of Department's own investigation into the appeal, and inform the student or parent of the outcome.

If the student or parent is dissatisfied by the investigation undertaken by the Deputy Head (Academic), the student or parent 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 students and parents of these procedures. Further information about procedures may be obtained from the relevant examinations board and the Examinations Officer can provide details.