



## INTERNAL APPEALS POLICY

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The GCSE, Applied GCSE, BTEC Code of Practice produced by the Regulatory Authorities (Joint Council for Qualifications and the national Assessment Agency) are designed to promote quality, consistency, accuracy and fairness in awarding. The Awarding Bodies have agreed to implement and strictly comply with all aspects of the Code.

The Code ensures that all Awarding Bodies requires centres of offering their examinations to commit to ensuring that “published appeals procedures relating to internal assessment decisions are made widely available and accessible to all candidates” This procedure outlines the minimum requirements for appeals against decisions on internally assessed components as recommended by the Awarding Bodies. Should an appeal be lodged the following procedure should be followed.

1. All candidates should be informed of this Internal Appeals procedure and a copy be made available to all staff and students undertaking a course at this centre upon request.
2. A senior member of staff nominated by the Head of the School will manage all internal appeals, including the dissemination of information about the procedures. The Head of the school will be made aware of the existence and the outcome of all internal appeals.
3. All internal appeals will be considered by at least three people appointment at the discretion of the senior member of staff. At least one of whom will not have been involved in the internal assessment decision.
4. Candidate may choose to be supported in the presentation of their case by a parent, guardian or friend.
5. A record of all appeals will be maintained by the centre, the manner of the recording will be decided upon by the senior member of staff appointed in charge of the appeals procedure.
6. The record will include the outcome of an appeal and the reasons for the decision. A copy will be sent to the candidate.
7. All candidates will be able to gain access to:
  - a. The marks awarded to them by the centre for an internal assessment
  - b. All comments recorded by the centre relating to their internally assessed work
  - c. Any correspondence between the centre and the Awarding Body in relation to their internally assess work.

- d. Information, if available at the time of the appeal, as to whether their work was sampled by the Awarding Body.
  - e. The moderated mark given to the work by the Awarding Body, if available.
  - f. Relevant Awarding Body procedures for the conduct of internal assessments.
8. Appeals will include a review of the procedures used by the centre to award marks for internally assessed components and will consider whether those procedures were in conformity with the published requirements of the Awarding Body and the Code of Practice.
  9. All internal appeals will be considered and resolved by the date of the last externally assessment paper of the series. Any difficulties in meeting this deadline will be raised within the Awarding Body.
  10. The centre will inform the Awarding Body of any outcomes from an appeal which has implications on the conduct of the examination or the issue of results at the centre.
  11. Full details of any appeal will be made available to the Awarding Body upon request.
  12. The centre's internal appeal decision is final.

### Making an Appeal

- Before making an appeal please seek advice from the Tunde Tinubu.
- Students must be aware that an appeal may result in an adjustment of marks upwards or downwards.
- All appeals must be submitted in writing to the Head of Centre. Letters of appeal should include :-
- Specific information relevant to the component and
- The grounds for which appeals are based upon
- The deadlines for appeal will be published each year following the publication of results from the examination boards and any enquiries about results (EAR). Any internal appeals should be completed by letter and submitted to the centre (WCHS) within 10 calendar days of the notification of the outcome of the EAR. Subject to the head of centre's decision, this will allow the centre to process the appeal and submit to the awarding body within the required 14 calendar days.
- Awarding body fees which may be charged for the appeal must be paid by the appellant on submission of the internal appeals form. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.