



Internal Appeals Policy for External Qualifications

The Policy on Appeals is in two parts:

1. **Policy on Internal Assessments for External Qualifications**
2. **Policy on External Assessments for External Qualifications (Enquiries about Results)**

1. Policy on Internal Assessments for External Qualifications

The East Manchester Academy is committed to ensuring that:

- o Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skills and who have been trained in this area.
- o Assessment evidence provided by candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned.
- o The consistency of internal assessment will be maintained by internal moderation and standardisation.
- o All student work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification and the 'Review of marking – centre Assessed Marks Policy' (see separate policy).

Note to students

If a student has any concerns about the procedures used in assessing their internally assessed work for public exams ie coursework/portfolios, s/he should discuss the matter with the Head of Faculty immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used by the student concerned.

Written Appeals Procedure

The student, parent or guardian of a student wishing to appeal against the procedures used in internal assessment should write to the Examinations and Assessment Manager as soon as the matter arises. The deadline for the receipt of appeal applications to reach the school is ten days prior to the start of the written examination series. Internal appeals will be considered, and resolved, by the date of the last externally assessed paper of the series [eg by the end of June for the summer series].

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations and Assessment Manager, a member of the Senior Leadership Team and a Head of Faculty not involved in the internal assessment decision. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirement of the Awarding Body and the Ofqual Code of Practice.

The outcome of the appeal will be reported in writing to the student, parent or guardian [including relevant correspondence with the Awarding Body] before public exam results day for the award.

A written record of the appeal and the outcome will be kept on file at the centre and the Awarding Body will be informed of any amendments.

2. Policy on External Assessments for External Qualifications [Enquiries about Results - EARs]

Any student who wants to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure:

- I. Contact the Examinations and Assessment Manager **and** the subject teacher as soon as possible [but at least **5 working days before the published deadline for EARs**] in person to discuss the mark/grade. The Examinations and Assessment Manager will advise on the options available to query the mark/grade and the costs involved.
- II. Students should be aware that EARs can result in marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations and Assessment Manager.
- III. The subject teacher will review the student's marks/grades and discuss with the Head of Faculty to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student's predicted grades.

If the Faculty agrees to support the EAR:

- a. The request, together with the student's consent form, should be made to the Examinations and Assessment Manager **before the published deadline for EARs**. The cost of the enquiry will be met by the departmental budget. If the EAR is successful, the fee will be refunded.

If the Department does not agree to support the EAR:

- b. A student may appeal against the decision not to support an EAR. Appeals should be made in writing to the Examinations and Assessment Manager, at least **5 working days before the published deadline for EARs**. The appeal should state, in detail, the reason(s) for the appeal. This appeal should be signed and dated and should include the daytime contact telephone number of the student, parent or guardian. The appeal information will be reviewed by the Examinations and Assessment Manager and a member of the Senior Leadership Team; the outcome of the appeal will be communicated by telephone and 1st class letter post within 24 hours of receipt. This decision is final.
 - c. If the centre does not support the EAR the student may still proceed with the EAR but all costs involved will be paid by the student at the time the EAR is made. No EARs will be made until fees are paid. Requests must be made in person to the Examinations and Assessment Manager **before the published deadline for EARs**. If the enquiry is successful the fee will be refunded to the student.
- IV. Outcomes following EARs will be forwarded by the Examinations and Assessment Manager to the student as soon as they have been received from the Awarding Bodies.

--This policy will be kept under review and revised as necessary--