



Examination Appeals Procedure

Policy on Internal Assessments for Qualifications with English Awarding Bodies

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

- Staff that have the appropriate knowledge, understanding and skills conduct internal assessments.
- 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 attends any compulsory training sessions.

Written Appeals Procedure

Each Awarding Body publishes procedures for appeals against its decisions, and the Examinations Registrar will be able to advise students and parents of these procedures.

The Awarding Body may make appeals to the Academy regarding the procedures used in internal assessment, but not the actual marks or grades submitted by the Academy for moderation.

A student or parent wishing to appeal against the procedure used in internal assessments should contact the Registrar as soon as possible to discuss the appeal, and the Academy must receive a written appeal *at least two weeks before the date of the last external exam in the subject*.

On receipt of a written appeal, the Registrar and the Vice Principal Development and Operations will conduct an enquiry into the internal assessment. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.

A deposit of £100 must be paid by the candidate to launch the appeal. This will be refunded in full if the appeal is successful.

The student/parent will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates.

Statement for students:

"If at any stage during your exam courses you have concerns about procedures used in assessing your internally marked work for public exams (e.g. coursework / portfolio / projects) you should see the Registrar as soon as possible".