



# Appeals Against Internal Assessment of Work for External Qualifications

The Latimer Arts College is committed to ensuring that whenever members of staff assess students' work for an external qualification this is done fairly, consistently and in accordance with the specification for the qualification concerned.

Assessments will be conducted by staff who have the appropriate knowledge, understanding and skills and who have been trained in this activity. Where a set of work is divided between staff, consistency will be assured by internal moderation and standardisation. Students' work will be produced and authenticated according to the requirements of the awarding body.

If a student feels that awarding body standardisation and regulations have not been adhered to in relation to his/her assessed work, she/he may use this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade, but that this can result in a change of mark.

A copy of this Appeals Policy will be available to students, parent/guardians in the Year 10 & Year 11 Controlled Assessment and Exams Information booklet. It will also be displayed on the examination notice board in the Art & Design block.

- Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed exam in the relevant examination series.
- Appeals should be made in writing to the Assistant Principal (Progress and Assessment) who will in turn pass it on to the relevant Progress Leader and the appeal investigated. If the Progress Leader was directly involved in the moderation process for the assessment in question, the Assistant Principal will appoint another member of staff of similar or greater seniority to conduct the investigation.
- The Assistant Principal in consultation with the Exams Officer will decide whether the process used for the internal assessment conformed to the requirements of the awarding body and coursework regulations set down by the governing body, the Joint Council for Qualifications. This will be completed before the end of the relevant examination series.
- The candidate will be informed in writing of the outcome of the appeal, including any correspondence with the examining board, any changes made to the assessment of the candidate's work and any changes made to improve matters in future.
- The outcome of the appeal will be made known to the Principal, and will be logged as a complaint under the 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.

After work has been assessed internally it is moderated by the awarding body (AQA, Edexcel, OCR or WJEC) to ensure consistency between centres. Such moderation does result in changes in marks awarded for internally assessed work. That is outside the control of The Latimer Arts College and is not covered by this procedure. If you have concerns about this, please ask the Examinations Officer for a copy of the relevant awarding body appeals procedure.