



Harlington Upper School Internal Assessment Appeals Process

This applies to GCSE and GCE coursework, performance etc providing the work is assessed internally

Harlington Upper School is committed to ensuring that:

- internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills and who have been trained in this activity
- internal assessments done fairly, consistently and in accordance with the specification for the qualification concerned.
- assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject.
- where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.
- the school will comply fully with JCQ guidelines

If a student feels that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

- **appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded**
- **candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification**
- Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (e.g. the last GCSE written paper in the June GCSE exam series).
- Appeals should be made in writing by the candidate's parent/carer to the exams officer, who will investigate the appeal with at least two other members of staff (one of whom must be a senior member of staff) who have not been involved in the internal assessment decision.
- The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the JCQ.
- The candidate will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
- The candidate may be given the opportunity for a personal hearing if they are not happy with the written response. The candidate will be given reasonable notice of the hearing date and may have sight of all relevant documents in advance of the hearing.
- The school will maintain a written record of all appeals

This procedure is available from the exams office and is posted on the exams notice board and school website