

Internal Appeals Procedure:

Arrangements for internal appeals about internal assessment decisions

1. The Academic Deputy Head DHM(A), is the person to manage all appeals. It is her responsibility for disseminating information to all candidates and their carer/s about the appeals procedures and for informing the Head Master about the existence and outcome of all such appeals.
2. Any appeal should be initiated following discussion with DHM(A), if necessary the appeal should then be made in writing stating the details of the complaint and the reasons for the appeal. Any appeal must be made within two weeks of the publishing of the original assessment.
3. The teacher(s) concerned in making the assessment and HoD which is the subject of the appeal must be consulted and must be allowed to see a copy of the appeal and to respond to this in writing, with a copy sent to the candidate.
4. The appeals procedure should allow the candidate bringing the appeal to have an opportunity to have a personal hearing if they are not happy with the written response they have received. A candidate should be given reasonable notice of the hearing date; they should have sight of all relevant documents (e.g. the marks given, the assessments made) to the case in advance of the hearing. Where a candidate is presenting their own case they should be allowed to be accompanied by a (single) carer/ friend. The teacher(s) and candidate should have the opportunity to hear each other's submission to the panel at the hearing.
5. The appeals procedure should include guidance as to who should hear the appeal. The panel should comprise at least two individuals who had not previously dealt with the particular case. One of the individuals should be a senior member of staff and the second the tutor/HMM of the candidate.
6. DHM(A) should maintain a written record of all appeals (copy kept in Exams Office). This record should include the outcome of an appeal and reasons for that outcome. DHM(A) should send a copy to the candidate, HMM and, where appropriate, to their carer/s within two weeks.
7. DHM(A) should inform the Awarding Body if there is any change to an internally assessed mark as a result of an appeal. Any internal dispute or appeal against an internal assessment decision must be resolved speedily, and should be concluded before the end of the first week after the end of the relevant term.