

COWBRIDGE COMPREHENSIVE SCHOOL

ARRANGEMENTS FOR INTERNAL APPEALS ABOUT INTERNAL ASSESSMENT DECISIONS AT GCSE AND A LEVEL

Introduction

This document outlines the school's appeals process where students and / or their parents disagree with an internal assessment decision.

This process will only normally be required when all other mechanisms within school have failed to resolve the matter. Such mechanisms could include discussions between the candidate / parents with:

- The subject teacher;
- The subject head of department;
- The School's Senior Leadership Team;
- The Headteacher.

It will be the final stage in the normal process of considering and resolving disputes. It is expected that it will be used only in exceptional circumstances.

Note that appeals may be made to the school regarding the procedure used in internal assessment, but not the actual marks or grades submitted by the school for moderation by the awarding body.

Appeals Procedure

Mr A. Fowles will conduct the management of any appeal.

Any appeal will need to be in writing to Mr. A. Fowles stating the details of the problem and the reason for the appeal. This will need to be submitted within 10 working days of the candidate being made aware of the internal assessment mark awarded.

The teacher (s) concerned in making the assessment, which is the subject of the appeal, will be provided with a copy of the documentation. They will be given the opportunity to provide a written response with a copy sent to the candidate.

If the candidate / parent is not satisfied with the written response they have received he / she will have the opportunity to have a personal hearing, which will consider the case.

The candidate will:

- Be given reasonable notice of the hearing date;
- Be given sight of relevant documents e.g. the marks awarded in advance of the hearing.

A parent or friend may accompany the candidate if they are presenting their own case.

The candidate and teacher(s) should have the opportunity to hear each other's submission to the panel.

A panel consisting of a senior member of the school's staff who has not previously dealt with the case and a member of the governing body will hear the appeal.

The candidate will be informed in writing of the outcome of the appeal and the reasons for that outcome within 5 working days of the hearing.