



Le Rocquier School
Learn, Respect and Succeed

Le Rocquier School

Appeals against internally assessed marks

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REVIEWED: October 2024

NEXT REVIEW DATE: October 2025

LEAD PERSON: Exams Officer



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Le Rocquier School is committed to ensuring that whenever staff mark candidates' controlled conditions assessments/coursework this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill and who have been trained in this activity. Le Rocquier School is committed to ensuring that the work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking. Candidates will be informed of raw scores in sufficient time to appeal against these prior to scores being submitted to the exam boards.

If a candidate believes that this may not have happened in relation to his/her work he/she may use the appeals procedure. **Please note: an appeal may only be made against the assessment process and not against the marks submitted to the awarding body.**

1. Appeals should be made as early as possible, and no later than two weeks before the last timetabled examinations in the series (e.g. the last GCSE/BTEC written paper in the June GCSE examination series).
2. Appeals must be made in writing by the candidate's parent/carer to the examinations officer
3. The Head of Centre will appoint a senior member of staff, i.e. a Deputy or Assistant Headteacher, to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
4. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the awarding body's specification and subject-specific associated documents.
5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.
6. The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.