

Appeals against Internal Assessment of Work for External Qualifications

The Gateway Academy is committed to ensuring that whenever staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification, for the qualification concerned. The framework for this will be in accordance with the Code of Practice for the conduct of external qualifications produced by Qualification and Curriculum Authority (QCA):

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
- Assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification;
- The consistency of the internal assessment is secured through internal standardisation as necessary;
- Staff responsible for internal standardisation attend compulsory training sessions.

If a student feels that this may not have happened in relation to her/his work, s/he may make use of 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 submitted by the college for moderation by the awarding body.

This procedure is available from the examination office or the Examination Officer.

1. 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.
2. Appeals should be made in writing by the candidate's Parent/Carer to the Examination Officer, who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. If the Examination Officer was directly involved in the assessment in question, the Principal will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise, if the Examination Officer is not able to conduct the investigation for some other reason.
3. 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 QCA.
4. 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 the procedure relating to internal assessment.
5. The outcome of the appeal will be made known to the Principal. A written record will be kept and made available to the awarding body upon 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 to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work and is outside the control of The Gateway Academy and therefore is not covered by this procedure. If you have concerns about this then please

ask the Examination Officer for a copy of the appeals procedure of the relevant awarding body.

Appeals against External Assessment Marks

Where a student is unhappy with the mark/grade awarded for a particular examination unit (e.g. written exam, coursework, practical assessment, etc) a clerical check or re-mark may be requested from the awarding body via the Examination Officer. The decision as to whether to support such an enquiry will be made by the Academy on the basis of several factors, including knowledge of the exam system and professional judgement. Where the college does not uphold a request for such an enquiry the student may normally pay to have an enquiry carried out. Payment will be returned if an appeal is upheld by the awarding body. The students will be required to acknowledge that her/his grade may be confirmed, raised or lowered.