



Montgomery
Academy

Montgomery Academy

An Academy within the Fylde Coast Academy Trust

Internal Appeals Procedure

Appeals procedure against internal assessment decisions

Montgomery Academy is committed to ensuring that internal assessments are marked and administered fairly, consistently and in accordance with the awarding body specifications and subject-specific associated documents.

This is ensured by:

- Subject staff having the necessary and appropriate knowledge, understanding and skills in this activity.
- Subject staff authenticating candidates work according to the requirements of the relevant awarding body.
- A process of internal moderation and standardisation led by nominated staff.
- Staff responsible attending compulsory, up to date training.

An appeal against internal assessment decisions can be made, based on the above not being fulfilled.

All appeals must follow the procedure detailed below.

Note - *appeals may only be made against the marking/assessment process not against the mark submitted by the centre for moderation by the awarding body.*

1. Appeals should be made as early as possible and **at least by 30th April** of that academic year. *This deadline may be extended in exceptional circumstances where the coursework marking and moderation schedule extends beyond this time.*
2. Appeals should be made using the **internal appeals form (Appendix 1)** completed by the candidate (or parent/carer).
3. All internal appeals forms must be returned to the Examinations Officer.
4. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements as detailed in the awarding body specification(s) and/or subject-specific associated documents.
5. The teacher involved in marking/moderating the internal assessment will respond to the appeal in writing and a copy will be sent to the appellant.
6. 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.
7. If the appellant is unsatisfied with the written outcome, they can request a personal hearing. The panel will consist of two persons not previously involved (*usually the Head of Centre and a member of the Governing Body*).
8. The outcome of the appeal will be made known to the Head of Centre. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity in procedures to light, the awarding body will be informed.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation may lead to mark changes. This process is outside the control of Montgomery Academy and is not covered by this procedure.

Appeals procedure against centre decisions not to support an enquiry about results

Following the issue of results, the general qualification awarding bodies offer [post-results services](#). Full details of these services, internal deadlines for requesting a service and fees charged will be provided by the exams officer.

Where Montgomery Academy does not uphold a request from a candidate, the candidate may pay the appropriate fee, and a request will be made to the awarding body on the candidate's behalf.

If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support an enquiry, an appeal can be submitted to the centre using the **internal appeals form** at least **one week prior to** the internal deadline for submitting an enquiry about results (EARs).

Please note that the final judgement on marks, both internally and externally assessed, is that of the awarding body. Appeals against matters outside Montgomery Academy's control will not be considered in the school's appeals procedure. If you are not satisfied with the outcome of an appeal, a further appeal can be made to Ofqual.

Statement for students

If at any stage throughout your examination courses you have concerns about the procedures used in assessing your internally marked work (e.g. controlled assessments, coursework, portfolio work), please contact the Examinations Officer as soon as possible.

Appellants should consult the full information in the above publications to be fully informed when stating their grounds for appeal.

Further information can be obtained from:

<http://www.jcq.org.uk/exams-office/coursework>

<https://www.gov.uk/appeal-exam-result>

<https://www.jcq.org.uk/exams-office/appeals>

Appendix 1

Internal appeals form

This form should be completed in all cases to lodge an appeal.

Please tick to indicate what the appeal is against:

- an internal assessment decision**
- the centre decision not to support an enquiry about results**

Name of appellant		Candidate name if different to appellant	
Awarding body		Unit/module/exam paper code	
Subject		Unit/module/exam paper title	

Please state the grounds for your appeal below:

Continue overleaf if necessary

Appeal against an internal assessment decision

Appellant declaration

By signing here, I am confirming I understand 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's specification and subject-specific associated documents. I also understand the appeal may only be made against the marking/assessment process not against the mark submitted by the centre for moderation by the awarding body.

Signature:

Date of signature:

Appeal against the centre decision not to support an enquiry about results

Appellant declaration

By signing here, I am confirming I feel there are grounds to appeal against the centre's decision.

Signature:

Date of signature:

The appellant declaration against the relevant appeal must be signed, dated and returned to the Exams Officer, on behalf of the head of centre, to the timescale indicated in the internal appeals process

