



SPA SCHOOL ASDAN APPEALS POLICY

Asdan appeals policy

This policy addresses the situation where students may wish to appeal against a grade he/she has received for a qualification.

Students are made aware of the existence of this policy and have open access to it.

It can be found on the school's shared drive and paper copies are available from the ASDAN Coordinator.

All assessors are made aware of these policies and how to access them in order for students to be supported.

This policy is reviewed annually and may be amended in response to feedback from students, staff, parents and external organisations.

Policy Statement

All students at Spa Bermondsey have the right to make an appeal about any of the marks received for the qualifications they are undertaking.

1. Overview 1.1 Spa School is committed to ensuring that whenever its staff assesses students' work for external qualification; this is done fairly, consistently and in accordance with the specification for the qualifications concerned.

1.2 Assessments are conducted by staff who have appropriate knowledge, understanding and skills and who have been trained in this activity. The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications of each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

2. Appealing 2.1 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 (e.g. the last GCSE written paper in the June exam series).

2.2 The candidate's parent/guardian must make the appeal in writing to the Examinations Officer, who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision.

2.3 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 Ofqual.

2.4 The candidate 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.

2.5 If the candidate is not happy with the written report they have received, they may request a personal hearing before an appeals panel. This must be within two working days of receipt of the written reply to the original appeal.

2.6 The appeals panel will consist of two senior members of staff and a school governor. The candidate will be given at least two days' notice of the hearing date and will be given a breakdown of the marks awarded in advance of the appeal. The candidate (plus a parent/guardian if requested) and teacher(s) involved will be present at the hearing.

2.7 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 significant irregularity to light, the awarding body will be informed.

3. After work has been assessed internally, it is moderated by Asdan to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. This is outside the control of Spa School and is not covered by this procedure.

3. This policy forms part of a group of policies covering exams and should be read in conjunction with the general Exam Policy. All of these policies will be made available to read on the Spa School website by all staff, students and parents/carers