



NON EXAMINATION ASSESSMENT APPEALS POLICY

Policy Owner	Bridge Short Stay School
Policy Written/Last reviewed on	March 2022
Approved by Management Committee	
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BRIDGE SHORT STAY SCHOOL

Non Examination Assessment Appeals Policy

This policy applies to non examination Assessment decisions of work relating to external qualifications.

Appeals may be made to the School regarding the procedures used in internal assessment, but not against the actual marks or grades submitted by the School for moderation by the Awarding Body.

In accordance with the JCQ Code of Practice for the conduct of external qualifications produced by the QCA, The Bride Centre is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant Specifications for each subject.
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation attend any compulsory training sessions.

Any concerns about the procedures used in assessing internally marked work for external qualifications (e.g. coursework / portfolio / projects), should initially be raised with the tutor, the teacher concerned, and/or the relevant Head of Department. It is hoped that this will resolve the issue. If the disagreement cannot be resolved by discussion between the teacher and candidate concerned then the candidate may appeal to the Examinations Officer(s), who will put into action the agreed appeals process set out below. It is expected that it will be used only in exceptional circumstances.

Written Appeals Procedure

The Head of Centre is in overall charge of managing appeals relating to internal assessments. In the first instance a pupil or parent wishing to appeal against the procedures used in internal assessments should contact the Examinations Officer(s) as soon as possible to discuss the appeal, and a written appeal must be received by the School before then end of the exam season in question. Each Awarding Body publishes procedures for appeals against its decisions, and the Examinations Officer(s) will be able to advise pupils and parents of these procedures. If a student wishes to appeal about the internal assessment process then the following procedures should be followed:

- The appeal should be made in writing to the Examinations Officer(s) stating the details of the complaint and the reasons for the appeal.
- Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in the examinations series. (So the appeal must be made before mid-June for the summer series as presently timetabled.
- All supporting evidence should be included with the Appeals Notification Form (*see appendix*).
- The teacher(s) concerned in marking the assessment which is the subject of the appeal will respond to the appeal in writing to the Examinations Officer(s) with a copy given to the candidate.

- If the candidate is not satisfied with the written response they have received then they can request a personal hearing before an appeals panel. The request for a personal hearing must be made within two days of receipt of the written reply to the initial appeal.

Appeals Panel

- The appeals panel will consist of at least 3 people; at least one of whom has not been involved in the internal assessment. The teacher(s) involved will be present.
- The candidate will be given at least two days notice of the hearing date.
- The candidate may bring a parent/guardian to the hearing.
- The Head Teacher will convey the outcome of an appeal and the reasons for that outcome in writing to the candidate.
- The School will maintain a written record of all appeals.
- The School will inform the awarding bodies (examining boards) of any change to an internally assessed mark as a result of an appeal.
- If the candidate and their parent/carers remain unsatisfied, the case can be referred to the Examinations Appeals Board. *NB This service applies where awarding bodies normal enquiries and appeals procedures have been exhausted.*
- The existence of this policy is made known to student and their parents/carers through the school website.

BRIDGE SHORT STAY SCHOOL

Non-Examination Assessment Appeals

Appeal Notification Form

Student Name _____

Tutor Group _____

Appeal Details	
Subject and Course	
<i>Assessment Information</i> (please include the module/unit title and the assessment title, teacher teaching and marking the assessment).	
Reason for Appeal (please give brief notes regarding your reason for appeal).	
Signature of Student	Date
Parent if student is under 18 Name	
Signature of Parent	Date
<i>Please ensure this is sent to the Exams Officer. Once received you will get confirmation that your appeal notification has been received.</i>	