

MAY 2024



# INTERNAL ASSESSMENT PROCEDURE – APPEALS (Exams)

**RIVERSIDE MEADOWS – ST NEOTS, ALMOND  
ROAD, ST NEOTS, PE19 1DZ**

**RIVERSIDE MEADOWS – WISBECH GREEN,  
BARTON ROAD, PE13 4TG**

## **Internal Assessment Procedure – Appeals**

- This is to let you know how to appeal about the procedures used in internal assessment for work that contributes to a GCSE award.
- The procedure at this examination centre, Riverside Meadows Academy, will be supervised by at least one Teacher and one Teaching Assistant. Information will be available from the Examinations Officer, who will be aware of the details of all appeals in progress, and advised of their outcome.
- Any appeal will be considered by at least three members of Riverside Meadows Academy staff, including your Tutor.
- You will be allowed to be supported in the presentation of your case by a parent, guardian, or friend.
- A written record of all Appeals will be held in the School Office. This will include a record of the outcome, including the reasons for that outcome. A copy will be sent to you.
- All Appeals will include a review of the procedure used at Riverside Meadows Academy to award marks for internal assessments to ensure that this complies with the requirement of the Awarding Body, and the published Code of Practice.
- You must complete the relevant form at least two weeks before the date of the final written examination paper in the subject that exam session. An Internal Appeal will be resolved by the date of the final written examination paper of the session.
- Riverside Meadows Academy will inform the Awarding Body of the outcome of any Appeal which has implications for the conduct of examinations or the issue of results at Riverside Meadows Academy and full details of any Appeal will be made available to the Awarding Body on request.

### **How do I make an Appeal?**

- You should seek advice from your Tutor, or relevant subject staff.
- If you wish to make an Appeal, please fill in the 'FORM FOR THE LOGGING OF STUDENTS' COMPLAINTS'. A blank copy of this will be available from the Examinations Officer.
- Return the completed form to the Examinations Officer.

## **NOTICE TO BTec EXAMINATION CANDIDATES**

### Internal Assessment Procedure – Appeals

- This is to let you know how to appeal about the procedures used in internal assessment for work that contributes to a BTec award.
- The procedure at this examination centre, Riverside Meadows Academy will be supervised by at least one Teacher and one Teaching Assistant. Information will be available from the Examinations Officer, who will be aware of the details of all appeals in progress, and advised of their outcome.
- Any appeal will be considered by at least three members of Riverside Meadows Academy staff, including your Tutor.
- You will be allowed to be supported in the presentation of your case by a parent, guardian, or friend.
- A written record of all Appeals will be held in the School Office. This will include a record of the outcome, including the reasons for that outcome. A copy will be sent to you.
- All Appeals will include a review of the procedure used at Riverside Meadows Academy to award marks for internal assessments to ensure that this complies with the requirement of the Awarding Body, and the published Code of Practice.
- You must complete the relevant form at least two weeks before the date of the final written examination paper in the subject that exam session. An Internal Appeal will be resolved by the date of the final written examination paper of the session.
- Riverside Meadows Academy will inform the Awarding Body of the outcome of any Appeal which has implications for the conduct of examinations or the issue of results at Lady Jane Franklin School and full details of any Appeal will be made available to the Awarding Body on request.

### **How do I make an Appeal?**

- You should seek advice from your Tutor, or relevant subject staff.
- If you wish to make an Appeal, please fill in the 'FORM FOR THE LOGGING OF STUDENTS' COMPLAINTS'. A blank copy of this will be available from the Examinations Officer.
- Return the completed form to the Examinations Officer.

# **EXAMINATIONS INTERNAL APPEALS POLICY**

## **STAGE 1**

If a candidate is unhappy about the mark awarded for internal assessment, the pupil should proceed as follows

1. The pupil should ask the subject teacher to explain why the mark was given.
2. If not satisfied with the explanation, the pupil should see the Head of Subject concerned.

## **STAGE 2**

If the candidate still does not understand, or does not accept, the mark which has been awarded, the pupil can go to an appeals panel.

- The panel is to consist of 3 people - the member of staff concerned, a member of Senior Management from Academy or Trust unconnected with the subject concerned and the Head of Centre
- The candidate can be supported in the presentation of their case by a parent, guardian or friend
- A written record should be kept of the proceedings and should include the outcome of the appeal and the reasons for that outcome
- A copy of the records should be sent to the candidate
- Appeals should include a review of the procedures used by the Centre to award marks for internal assessment and should consider whether those procedures were in conformity with the requirements of the Awarding Body and Code of Practice
- All appeals should have been resolved by the date of the last externally assessed paper of the examination series
- The Centre must inform the Awarding Body of any outcome of any appeal.

Signed on behalf of the Trustees: KIM TAYLOR\_\_\_\_\_

Committee: \_\_\_\_\_

Author: ANDREW ARMSTRONG\_\_\_\_\_

Review date (optional): \_\_\_\_\_

Website Y