

MAY 2024



HORIZONS
EDUCATION TRUST

**INTERNAL ASSESSMENT
PROCEDURE – APPEALS
(Exams)**

American Lane, Huntingdon, PE29 1TQ

DOCUMENT CONTROL	
ISSUED	CHANGES FROM PREVIOUS VERSION
Date reviewed: May 2024 Date of next review: May 2024 Reviewer: AA/KT Date of ratification by Governing Board:	Policy adopted from Riverside Meadows Academy – St Neots and branded to Trust.

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, Horizons Education Trust, 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 Horizons Education Trust 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 Horizons Education Trust 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.
- Horizons Education Trust 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 Horizons Education Trust 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, Horizons Education Trust 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 Horizons Education Trust, 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 Horizons Education Trust 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.
- Horizons Education Trust 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): _____

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