

**NORTH YORKSHIRE COUNTY COUNCIL  
CHILDREN AND YOUNG PEOPLE'S SERVICE**

**SCALBY SCHOOL**

**EXAMINATIONS APPEALS POLICY**

The Governing Body referred to in this document will be taken to mean the Shadow Governing Body, until such time as a new Governing Body is established.

**HISTORY OF DOCUMENT**

<b>Issue No.</b>	<b>Author</b>	<b>Date Written</b>	<b>Approved by Governors</b>	<b>Comments</b>
1	JSH/AWA	28.9.10	20.10.10	
2				

**APPEALS AGAINST INTERNAL ASSESSMENT OF WORK FOR EXTERNAL QUALIFICATIONS**

Scalby School is committed to ensuring that whenever staff assess students' work for external qualifications, it is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained accordingly. The school is committed to ensuring that assessment evidence provided by students is produced and authenticated according to the requirements of the Examination Board. Where a piece of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a student feels that this may not have happened in relation to his/her work, s/he may make use of this appeals procedure. Please note that appeals may only be made against the process that led to the assessment and not against the actual mark or grade submitted by the centre for moderation to the awarding body.

The existence of this procedure is made known to students by reference in the student examination handbook. This procedure document is available from the Exam Office.

1. 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 that examinations series. (So the appeal must be made before a date in mid-June for the summer series as presently timetabled.)
2. Appeals should be made in writing to The Examinations Officer who will investigate the appeal.

3. The Vice Principal, in consultation with the Examinations Officer or the relevant Head of Subject will decide whether the process used for the internal assessment conformed to the requirements of the awarding body and the examinations code of practice of the JCQ. This will be done before the end of the series. (Currently the end of June for the summer series)
4. You will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of your work, and any changes we will make to improve such assessment in the future.
5. The outcome of the appeal will be made known to the Principal. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally it is moderated by the awarding body (Examination Board) to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of Scalby School and is not covered by this procedure. If you have concerns about this, please ask the Examinations Officer for a copy of the appeals procedure of the relevant Examination Board.