

# Internal Assessment for External Exams – Appeals Process

## **Approval and review:**

This policy is the responsibility of: Head of Centre/ Exams Office

This policy was approved by Rob Gerrard

This policy is due for review: September 2026

## **Internal Assessment - Appeals Procedure relating to External Qualifications**

Oakbank School is committed to ensuring that whenever its staff assesses a candidate's work for an external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. All candidates must be told the mark given by their centre for a centre assessed component/unit (further details can be found on JCQ website). Copy of JCQ info sheet to be sent to all teachers.

Internal assessments are conducted by the subject staff who have the appropriate knowledge, understanding, skills and training in this procedure. These marks are then submitted to the awarding body

We are committed to ensuring that assessment evidence provided by the candidate is produced and authenticated according to the requirements of the relevant specifications for each subject. Where work is divided between subject staff, internal moderation and standardisation will ensure consistency.

Where a candidate feels this process has not been applied correctly in relation to their work, they may make use of this appeals procedure.

***N.B.*** Appeals can only be made against the process that led to the assessment mark or grade issued and not the mark or grade submitted by the centre for moderation by the awarding body.

*For any further details please contact the Exams Office.*

### **Appeals Procedure**

1. All appeals against school decisions relating to centre assessed units for external exams should be made in writing to the HeadTeacher.
2. The written appeal should indicate the details of the complaint and the reason for the appeal.
3. Appeals should be lodged within 20 days of the results being communicated to the candidate.
4. The complaint will be investigated by the Head of Centre and with at least 2 other members of staff who have not been involved in the original internal assessment.
5. 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.
6. Any teacher involved in making the assessment, which is the subject of an appeal, may see a copy of the appeal and be able to respond in writing.
7. The candidate will be informed in writing of the outcome of the appeal within 10 working days of receipt of complaint.
8. A candidate can request a personal hearing if they are not happy with the written response in line with guidance for such hearings as provided by the Code of Conduct document.
9. A written record of the outcome of the complaint will be logged and made available to the awarding body upon request. Should the appeal bring any irregularity to light the awarding body will be informed.

After work has been assessed internally, it is moderated by the awarding to ensure consistency between centres. Such moderation can change the marks awarded for internally assessed work. This is outside the control of Oakbank School and is not covered by this procedure.

NEAs are a form of internal assessment and are conducted in accordance with the instructions as stated in the JCQ booklet 'Instructions for conducting non-examination assessments'. A candidate may make use of this appeals procedure if they feel the process has not been applied correctly in relation to their centre assessed unit.