



# Southfields Academy: Internal Appeals Policy

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## **SOUTHFIELDS ACADEMY**

### **INTERNAL APPEALS POLICY**

This policy is intended to cover any work completed under staff supervision which contributes to a student's final grade in a qualification.

Southfields Academy is committed to the following:

- All work which is assessed by staff for a qualification is completed in accordance with the requirements of the awarding body;
- Staff supervising internal assessments will have the necessary knowledge, understanding and skills to help students fulfil the requirements of the course, and they will attend any training as required.
- Students' assessments are produced and authenticated in accordance with awarding body regulations;
- Internal moderation and standardisation will ensure consistency in assessment decisions.

#### **Appeal Procedures**

Staff should make it clear to students and parents/carers that marks awarded for coursework are subject to approval by the awarding body, and the final mark may change as a result. Staff must inform students of their provisional marks before they are submitted to the awarding body.

Appeals cannot be made against the mark a teacher has awarded but only against the procedures followed, such as

- There was no moderation or standardisation of marks;
- Similar work got a much higher mark.

A student who has concerns about the marking procedures should speak to the Head of Department as soon as possible.

If this does not resolve the problem, the student or parent/carer should write immediately to the Head Teacher, Ms Golinska. She will ask a senior member of staff (who has not been involved in assessing any work in the subject) to investigate whether the work was assessed according to the correct procedures.

The aim will be to complete the investigation before marks are submitted to the awarding body. The student or parent/carer will be informed in writing whether any changes to the department's assessment procedures have been made, and whether the mark has been changed.

If a change occurs, and marks have already been submitted, the Exams Officer is responsible for informing the awarding body.



This decision will be final. However, students may also have recourse to the appeals procedure of the awarding body once final grades are issued.

September 2017

To be reviewed annually



## Internal Appeals: GCSE Coursework and Controlled Assessment

The staff of Southfields Academy are committed to supervising and marking coursework in a knowledgeable and skilful way. When several staff are marking work in the same subject, the Head of Department will make sure that marking is of the same standard across all classes.

On 20 April 2018, or very soon after, you will be given a report showing you the provisional marks you have got for coursework or controlled assessments.

Teachers cannot tell you what grade they think you should have: the examination board decides this after it has compared work from all the schools.

The examination board may also move all of a school's marks up or down.

***I disagree with my mark! Can I do anything?***

You can appeal if you think a teacher or a department did not use the right procedures to mark your work. Speak to the HOD as soon as you can.

You can't appeal unless you have evidence that your work was not marked correctly. You can't just say "My mark is wrong!"

For example: you could feel sure that similar work in another class was given much higher marks, or that your class teacher did not mark all the students' work to the same standard.

***I spoke to the HOD, but I am still not satisfied!***

Write immediately to Ms Golinska, explaining why you are appealing against your marks. Sign and date the letter.

Ms Golinska will ask a senior member of staff to investigate whether your coursework was marked using the correct procedures. This teacher will not have been involved in assessing any work in the subject.

The aim will be to complete the investigation before marks are sent to the examination board.

You will be told in writing whether any changes have been made to the department's assessment procedures, and whether your mark has been changed.

This decision is final. The board may still adjust marks in line with national standards.