



Internal Appeals Policy for Coursework and Controlled Assessments

Status: Advisory

Member of Staff responsible: Principal

Associated Policies and documentation:

- Exams Policy

Implementation Date: September 2013

Review Date: September 2017

Next Review Date: September 2018

UTC Sheffield is committed to ensuring that:

- Staff marking coursework or controlled assessments have the appropriate knowledge, understanding and skills to conduct internal assessments
- Assessments are carried out fairly, consistently and in accordance with the specification for the qualification
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject
- Staff who are responsible for internal standardisation and/or assessment attend any compulsory training sessions

This policy relates to appeals against internal assessment of work for external qualifications. This policy is available from the Examinations & MIS Office. If a candidate disagrees with the way marks have been awarded they should first discuss the matter with the subject teacher and/or Curriculum Director. If the candidate still doesn't agree with the assessment process they may appeal to the Principal in writing.

Written Appeals Procedure

Submission of Appeal

- 1 The appeal should be made in writing to the Principal by the candidate's parent/carer, clearly stating the reason(s) for the appeal.
- 2 The appeal should be received by **30 May** of the year in which the written examinations are taken.

Enquiry

An enquiry will be carried out by an appeals panel.

- 1 The appeals panel will consist of the Exam & MIS Co-ordinator, Principal and the Curriculum Director concerned.
- 2 The enquiry into the internal assessment will be carried out before **30 June** by the appeals panel.
- 3 The enquiry will consider the procedure used to award marks for the assessment and decide whether those procedures conformed to the published requirements of the awarding body and the QCA Code of Practice for examinations.

Outcome

- 1 The parent/carer will be informed in writing of the outcome of the appeal, including details of correspondence with the awarding body.
- 2 The UTC will maintain a written record of all appeals.
- 3 The UTC will inform the relevant awarding body concerned if there is a change to an internally assessed mark due to an appeal.

Enquiries about Results

- 1 Enquires about results may be requested by the Curriculum Director. Where the request has been made by the UTC, the UTC will be liable for any charge.
- 2 Enquiries about results may be requested by the candidate. In this case, all charges will be met by the candidate or parent/carer.

Candidates should be aware that their marks may go down. Candidates will need to sign a consent form for any enquiries about results to confirm that they understand this.