



Assessment and Appeals Policy and Procedure

'Together we are stronger'

Rossington All Saints Academy

Examination Appeals Policy

Appeals relating to Internal Assessment of work for External Qualifications

Rossington All Saints Academy is committed to ensuring that whenever its staff assesses students' work for external qualification this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the examination board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a student feels that their work has not been assessed in accordance with the above they may make use of this appeals procedure. Note that appeals may only be made against the *process* that led to the assessment and **not** against the *mark* or *grade*.

It must be realised that after work has been assessed internally, it or a sample of similar work, will automatically be moderated by the awarding body. Such moderation may change marks awarded on internally assessed work. This is outside the control of Rossington All Saints Academy and is not covered by the following procedure.

The College Appeals Procedure is advertised on the Academy Website and published on the Staff and Student sections of the Exams & Assessment section on the Leeds Learning Platform.

The appeals procedure is as follows:

1. The Head of Centre will nominate a senior member of staff to manage appeals. This person will also be responsible for disseminating information to all candidates and their carer(s) about the appeals procedures and for informing the Head of Centre about the existence and outcome of all such appeals.
2. As well as the nominated senior member of staff, an appeal must be considered by at least one other independent person.
3. Appeals should be made in writing, stating the details of the complaint and the reasons for the appeal, to the senior member of staff who will investigate the appeal. They should be made as soon as possible after the assessment and must be at least two weeks before the end of the last externally assessed paper in the relevant examination series.
4. Teachers concerned in making the assessment that is the subject of the appeal will be provided with a copy of the appeal and have the opportunity to respond to this in writing. A copy of any response will be provided to the candidate / carers.
5. A written record of all appeals must be kept by the Centre and should include the outcome of an appeal and the reasons for that outcome. A copy should be sent to the candidate and, where appropriate, to their carer(s) within one week of a decision having been reached.
6. If a candidate is not satisfied with the written response they have the opportunity of a personal hearing. They must be given at least one week's notice of such a hearing and have sight of all relevant documents (e.g. the marks given, the assessments made) in advance. Where a candidate is presenting their own case they should be allowed to be accompanied

by a carer / friend. The teacher and candidate should have the opportunity to hear each other's submission to the appeals panel at the hearing.

7. If there is any change to an internally assessed mark as a result of an appeal, the relevant Exam Board must be informed.