

Internal Appeals Procedure

In accordance with the Code of Practice for the conduct of external qualifications produced by the QCA, Westwood College is committed to ensuring that:

- Staff members who conduct internal assessments for external qualifications have appropriate knowledge, understanding and skills and do so fairly, consistently and in accordance with the specification for the appropriate qualification.
- Assessment evidence produced by candidates is produced and authenticated according to the requirements of the exam board.
- Consistency of internal assessment is assured through internal standardisation where assessment is undertaken by more than one member of staff.

Please note that in line with Exam board practice, appeals may only be made against the process that led to the assessment and not against the mark or grade.

Before embarking upon this appeals procedure, candidates and parents/carers are advised that any query regarding internal assessment should first be brought to the attention of the Subject Leader who will liaise with department staff as appropriate. If no satisfactory resolution is reached then the candidate or parent/carer should proceed as follows.

Appeals must be made as soon as possible and at least two weeks before the date of the last external exam in the subject. Appeals should state the details of and reasons for the appeal and be sent for the attention of the Examination Officer. On receipt of a written appeal the Examination Officer will inform the Head of Centre who will appoint a senior member of staff to investigate the appeal. The result of the appeal will be made known in writing to the parties concerned, together with any correspondence with the awarding body and any changes made to the assessment in question. If a candidate or parent/carer remains unsatisfied they have the right to a hearing. A written request for a hearing must be received within two weeks. The Head of Centre will then convene a hearing in front of a panel made up of two further senior members of staff. The candidate or parent/carer and the member of teaching staff responsible for the original assessment will have an opportunity to present their case to the panel. A written record of the appeal will be kept and made available to the awarding body at their request.