



ST.MARY'S COLLEGE CROSBY

Appeals against Internal Assessments in External Qualifications

St. Mary's college is committed to ensuring that whenever its staff assess the work of candidates for external qualifications this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments will be conducted by staff who have appropriate knowledge, understanding and skills and who have been trained in this activity. The work of candidates must be produced, and will be authenticated, according to the requirements of the awarding body. When assessments are conducted by more than one staff member for the same qualification, consistency will be maintained by internal moderation and standardisation.

If a candidate feels that these procedures have not been carried out in relation to his or her work, he or she should first discuss the matter with their subject teacher. It may be necessary to also have discussions with the relevant Head of Department. If the problem cannot be resolved in this way, the candidate may use the formal appeal procedure described below. Appeals may be made only against the procedures that led to the assessment and not against the mark or grade.

The Appeal Procedure

1. The parent or guardian of the candidate, but not the candidate acting alone, must write to the Deputy Head. The application must be made as soon as the circumstances become known and always before the date of the first written paper of the examination series.
2. The Deputy Head and another experienced member of the teaching staff, not directly involved in the assessment in question, will conduct the appeal. If the Deputy was directly involved in the assessment in question, or is otherwise unable to investigate, the Principal will appoint another Senior Teacher to act in his place.
3. The teachers who conduct the appeal will decide whether the procedures used for the internal assessment conformed to the requirements of the awarding body and the QCA Code of Practice.
4. The outcome of the appeal will be reported in writing to the parents or guardian of the candidate before the last written paper of the examination series. Any changes made to the assessment of the work, any changes made to improve the College's application of the

procedure and any correspondence with the awarding body will also be reported.

5. The outcome of the appeal will be made known to the Principal and will be logged as a complaint under the College's complaints procedure. The College will notify the awarding body of any outcome of the appeal that has implications for the conduct of the examination or the issue of results. A written record of the appeal will be kept and must be made available to the awarding body at their request.

Notes

1. After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. Such moderation may change the marks awarded internally but is beyond control of the College.
2. Appeals against the marking of externally assessed components are dealt with after the publication of results according to the procedures published by the awarding bodies.
3. More information about the awarding bodies' procedures may be obtained from the College's Examination Officer.
4. Further copies of this document may be obtained on request from the Deputy Head. It is also published on the College's website:

<http://www.stmarys.ac>

Revised March 2007