

Saint John Fisher Catholic College **Internal Assessment Procedure – Appeals Procedure 2017**

- This procedure is used in relation to internal assessment for work that contributes to external qualifications.
- The procedure at this examination centre, St John Fisher Catholic College, will be supervised by Mrs T Flaherty, Examinations Officer. Information will be available from the Examinations Office. Mrs Madden, our Headteacher, will be aware of the details of all appeals in progress, and advised of their outcome.
- Candidates will be advised of their coursework marks in accordance with the deadlines (26th April 2017 for AQA GCSE and 5th May 2017 for all other awards). Deadlines are updated and communicated annually.
- Candidates should be aware that coursework marks are subject to external moderation and are subject to change. In addition to this, grade boundaries are often changed, therefore teaching staff may only estimate the grade expected based on current information.
- Candidates will have two school days from receipt of the coursework marks in which to appeal. In the first instance informally through discussion with their subject teacher. If this fails to resolve the matter, the appeal must be made in writing, to the Exams Officer, stating the basis for the appeal.
- Any appeal will be considered by three members of staff, one of whom will be a teacher involved in the internal assessment decision.
- Consideration of the appeal will take place within two school days of receipt of the written appeal.
- All Appeals will include a review of the procedure used at St John Fisher Catholic College to award marks for internal assessments to ensure that this complies with the requirements of the Awarding Body.
- The decision of the panel considering the appeal is final and a written record of all Appeals will be held in the Examinations Office. This will include a record of the outcome, including the reasons for that outcome. A copy will be sent to all parties involved in the procedure.
- An internal Appeal will be resolved before coursework marks are sent to the moderator/exam boards, in line with published timetables.

Note – ‘school’ days exclude published holidays.