



Friesland School

FRIESLAND SCHOOL

INTERNAL APPEALS POLICY

Friesland School is committed to ensuring that whenever its staff assess a student's 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. The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant awarding body's specification for each subject. Where a set of work is divided between staff, consistency is ensured by internal moderation and standardisation.

Students will be informed by their subject teachers of their assessment marks. If a student is unhappy with these marks they should firstly speak to their teacher who will provide them with feedback as to why they received this mark. If a student is still unhappy and believes that their work has not been marked correctly or fairly, he/she may make use of this appeals procedure.

NB: Appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the centre for moderation by the awarding body.

The existence of this procedure is notified to students in the examinations' information sent out to students and parents/guardians in April each year.

1. The Exams Officer is in overall charge of managing appeals relating to internal assessments.
2. If a student wishes to appeal about his/her assessment marks then the following procedures should be followed:
 - The appeal should be made in writing to the exams officer stating the details of the complaint and the reasons for the appeal.
 - The appeal must be submitted before the end of the first week in May of the year in which the written examinations are taken.
3. The teacher(s) concerned in marking the assessment which is the subject of the appeal will respond in writing to the exams officer within 5 working days; a copy will then be given to the student.
4. If the student is not happy with the written response they have received then they can request a personal hearing before an appeals panel.
 - The appeals panel will consist of the examinations officer, the head of subject/director of study for the subject concerned and one of the following – the headteacher, an assistant headteacher.
 - The request for a personal hearing must be made within 3 working days of receipt of the written reply to the initial appeal.



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- The student will be given at least 3 working days' notice of the hearing date.
 - A breakdown of the marks awarded will be given to the student in advance of the appeal.
 - The student may bring a parent/guardian to the hearing.
 - The teacher(s) involved will be present at the hearing.
5. The exams officer will convey the outcome of an appeal and the reasons for that outcome in writing to the candidates within 3 working days.
 6. The school will maintain a written record of all appeals.
 7. The exams officer will inform the relevant awarding body of any change to an internally assessed mark as a result of an appeal.

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Head of Centre

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Date