



Lode Heath School

Name of Policy	Internal Appeals Procedure Policy	
Governor Committee	Curriculum Committee	
School Area	J. Examinations	
SMBC / LHS / OTHER	SMBC/LHS	
Date Last Reviewed	January 2016	
Review Frequency	1 Year	
Next Review	January 2017	

The Governors and Staff of Lode Heath School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.

The Staff, Governors and Students are committed to the safeguarding and welfare of students and staff.

To meet the needs of our School community all our Policies, including this one, can be made available in different formats and are also available electronically to enable you to use your computers accessibility options. All reasonable requests will be considered. Please apply to the Headteacher at Lode Heath School stating your requirements.

LODE HEATH SCHOOL INTERNAL APPEALS PROCEDURE

Definition of an Appeal

“A request for a review of an assessment outcome determined by Lode Heath School and Sports College”.

School Commitment

Lode Heath School is committed to ensuring that whenever its staff assess 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 examinations board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a student feels that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

The existence of this procedure will be made known to students during KS4.

Internal Procedure

This procedure is available from the Deputy Headteacher and the Examinations Officer.

1. Appeals will be investigated by the Deputy Headteacher / Examinations Officer. If the Examinations Officer was directly involved in the assessment in question, the Headteacher will appoint another member of staff of similar or greater seniority to conduct the investigation.
2. Appeals should be made within 10 school days, in writing, stating the details of the complaint and the reason for the appeal (see Appendix 1), to the nominated person, who will investigate the appeal. The appeal letter should be signed by both the candidate and parent/guardian. Appeals must be made at least 10 school days before the end of the last externally assessed paper in the examinations series.
3. The Deputy Headteacher or appointed member of staff will decide whether the process used for the internal assessment conformed with the requirements of the awarding body. This will be done before the end of the examination series.
4. The subject teacher(s) concerned with making the assessment will be given the opportunity to see the candidate's appeal and respond to the appeal in writing, a copy of this response will be sent to the candidate.
5. The candidate must state in writing if they are satisfied/not satisfied with the written response they have received from the teacher.
6. If the candidate is not satisfied, the candidate will be invited within 10 school days to a personal hearing, this invitation will be in writing and will include a copy of all relevant documentation (e.g. given marks, assessments made). The candidate must be accompanied by a (single) parent/guardian. The teacher(s) and candidate will be given the opportunity to hear each other's submission to the panel at the hearing.

7. The panel will comprise of a senior member of staff and a governor, both of whom will have had no dealings with the case prior to the hearing.
8. The candidate will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of the work, and any changes made to improve matters in future. This will be received by the candidate within two weeks of the hearing.
9. The outcome of the appeal will be made known to the Headteacher, and will be logged as a complaint. The school will maintain a written record of all appeals. This record will include the outcome of the appeal and reasons for that outcome. This record will be made available to the Awarding Body at their request. Should the appeal bring any significant irregularity to light, the Awarding Body will be informed.
10. The school will inform the relevant Awarding Body if there is any change to the internal assessment mark as a result of the appeal.

Moderation

After work has been assessed internally it is moderated by the Awarding Body (Examinations Board) to ensure consistency between Schools. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of and is not covered by this procedure. If you have concerns about it, please ask the Examinations Officer for a copy of the appeals procedure of the relevant Examinations Board.

LODE HEATH SCHOOL
INTERNAL APPEALS PROCEDURE

Please complete and return to the Deputy Headteacher / Examinations Officer
Lode Heath School, Lode Lane, Solihull B91 2HW

Candidate's Full Name

Subject

Subject Teacher

Details of Complaint

Reason for Appeal

If needed, please continue on additional page and attach to this sheet

Signed..... **Date**

FOR SCHOOL USE ONLY

Name of Investigator

Date Procedure received

Did assessment conform to Exam Board requirements?

Date response requested to Subject Teacher

Date response received

Copy of Subject teacher's response sent to candidate ☐

Date of reply from candidate

Date reply received from candidate and outcome

Date of Appeal

Date of invitation sent to candidate

Members of the Panel

Outcome of Appeal

Date information sent to candidate.....

Signed.....Date.....