

## **APPENDIX 1**

### **PROCEDURE FOR INTERNAL APPEALS ON INTERNAL ASSESSMENT DECISIONS**

In the event that a candidate does not agree with the coursework marks awarded by a teacher, in the first instance the candidate should appeal to the Head of the relevant department. In the event that the situation is not resolved the candidate may appeal to the Assessment Co-ordinator, who will put into action the agreed appeals process. This will be the final stage in the normal process of considering and resolving disputes. It is expected that this will be used only on exceptional circumstances.

1. The Assessment Co-ordinator is responsible for the management of appeals relating to internal assessments.
2. If a student wishes to appeal about his/her internal assessment marks then the following procedures should apply:
  - (a) The appeal should be made in writing to the Assessment Co-ordinator stating the details of the complaint and the reasons for the appeal; and
  - (b) 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 to the appeal in writing to the Assessment Co-ordinator; a copy will be given to the candidate.
4. If the candidate is not content with the written response s/he has received then s/he can request a personal hearing before an appeals panel.
  - (a) The appeals panel will consist of the Assessment Co-ordinator or the Examinations Assistant, the Head of House and a member of the Leadership Group;
  - (b) The request for a personal hearing must be made within two days of receipt of the written reply to the initial appeal;
  - (c) The candidate will be given at least two days' notice of the hearing date;
  - (d) A breakdown of the marks awarded will be given to the candidate in advance of the appeal;
  - (e) The candidate may ask a parent/guardian to be present at the hearing; and
  - (f) The teacher(s) involved will be present at the hearing.
5. The Assessment Co-ordinator or the Examinations Assistant will convey the outcome of an appeal and the reasons for that outcome in writing to the candidate.
6. The school will maintain a written record of all appeals.
7. The school will inform the Awarding Bodies (Examining Boards) of any change to an internally-assessed mark as a result of an appeal.

## **APPENDIX 2**

### **PROCEDURE FOR APPEALS ON INTERNALLY VERIFIED BTEC UNITS**

#### **Student Responsibility**

Students are responsible for knowledge of and compliance with Valentines High School policies, procedures, and regulations. Policies and procedures affecting students are stated in this document. If questions arise regarding policies or procedures, students are encouraged to meet with their teacher or a Head of department to help clarify understanding and interpretation.

#### **Student Rights**

Students have the right to appeal decisions made regarding their academic standing, final course grades. The school will act on requests for appeal when there is documented evidence of unusual circumstances or an inability of the school to deliver stated educational services.

#### **Stage One**

##### **Process**

The student must make the appeals request in writing on the standard appeals form. The student must provide reasons and supportive documentation for the appeals request. The appeals request must be initiated within three (3) weeks from the time the incident or disagreement occurred.

The completed appeals request form is to be submitted to the teacher. The teacher will act on the request and/or forward to the head of department for approval or denial. In certain appeals situations the appeals request may be forwarded to deputy head teacher in the instructional areas for input/decision (for example, when there is a student appeal over a course grade given by an head of department).

The school will act on the student appeals request in a timely manner. In most situations, a decision will be made within two weeks of the date the appeals request is received by the subject teacher. A copy of the decision will be mailed to the student's home address and one copy will be maintained in the student's file.

#### **Stage Two**

Upon receiving the decision from the head of department, the student may request to further appeal the decision the head of department has made. Students must indicate on the form their intention to further appeal the decision, sign and date the form, and return it to the deputy head teacher within seven (7) school days. The appeal papers will then be forwarded to the deputy head teacher, who will make a decision on the request within two (2) working weeks.

#### **Appeal to Headteacher**

If a student contests the appeals decision made by deputy head teacher, the student has the right to further appeal to the head teacher. The student shall submit the appeals request form and accompanying documentation to the head teacher. The decision of the head teacher is final.

**APPENDIX 3**

**REQUEST FOR APPEALS ON INTERNALLY VERIFIED BTEC UNITS**

BTEC Qualification:

Unit Number:

Student:

Assessor:

Internal Verifier:

Senior Manager:

Reason for Appeal (please give full details)	Outcome (Response within 5 working days)
Date:	Date: Student Signature: Assessor Signature: IV Signature: Senior Manager Signature:

I confirm that I have received and read a copy of this internal appeal record form.

Name of Head of Centre:

Date

Signature: