

**Woodbridge School**  
**APPEALS ON INTERNAL ASSESSMENT FOR EXTERNAL**  
**QUALIFICATIONS**

## **1 Policy statement**

In accordance with the Code of Practice for the conduct of external qualifications produced by QCA, Woodbridge School is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skill.
- Assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification.
- The consistency of the internal assessment is secured through internal standardisation as necessary.
- Staff responsible for internal standardisation attend any compulsory training sessions.

## **2 Procedure**

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the School concerning the internal assessment.

- The appeal applies **only to the procedures** used in arriving at internal assessment decisions and does not apply to the judgement themselves.
- The appeal must be made in writing to the Headmaster by 30<sup>th</sup> June.
- The enquiry into the internal process will normally be led by either the Examinations Officer or the Director of Studies on behalf of the Headmaster, provided that neither has played any part in the original internal assessment process.
- The enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the awarding body and the Code of Practice.
- Records of the request for appeal and of the panel's evidence and deliberations will be kept by the Headmaster's office. An awarding body might wish to examine this evidence at a future date.

The appellant will be informed in writing of the outcome of the appeal, including:

- Relevant communications with the awarding body.
- Any steps taken to further protect the interests of the candidates.

Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgement on marks awarded is that of the awarding body. Appeals against matters outside the School's control will not be considered in the School's appeals procedure.

Author(s):	REF
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References:	QCA procedures for Internal Assessment
Governor Agreement	