



# Broughton Hall High School

## Internal Appeals Policy Centre Assessed Grades 2020

Broughton Hall High School is committed to ensuring that whenever staff assess work for candidates for external assessment, this is done fairly, consistently, and in accordance with the JCQ/Ofqual guidance for the qualification concerned. The work of candidates must be produced and will be authenticated according to the requirements of the awarding body. When assessment of a piece of work is divided among several staff, consistency will be maintained by internal moderation and standardisation.

If a candidate feels that these procedures have not been carried out in relation to his/her work then he/she must first discuss the matter with the Director of Learning. If the problem cannot be resolved in this way, the candidate may use the formal appeal procedure outlined below. Appeals may be made only against the procedures that led to the assessment and not against the mark or grade.

### The Appeals Procedure

- 1 The parent or guardian of the candidate must write to the Examinations Officer (chantlerd@broughtonhall.com). The application must be made as soon as the circumstances become known and before the internal deadline for appeals to be fully processed (GCE-20<sup>TH</sup> August/GCSE 27<sup>TH</sup> August 2020)
- 2 The Headteacher and another experienced member of the teaching staff, not directly involved in the assessment in question, will conduct the appeal. If the Headteacher was directly involved in the assessment in question, or is otherwise unable to investigate, the Headteacher will appoint another Senior Manager in thier place.
- 3 The Teachers who conduct the appeal will decide whether the procedures used for the Centre Assessed Grade conformed to the requirements of the awarding body and the QCA Code of Practice.
- 4 The outcome of the appeal will be reported in writing to the parent or guardian of the candidate via email. Any changes made to the final grade and any correspondence with the awarding body will also be reported.
- 5 The outcome of the appeal will be logged as a complaint under the school's complaints procedure. A written record of the appeal will be kept and must be made available to the awarding body at their request.

### Notes

- 1 After centre assessed grades have been internally reported to the awarding body, to ensure consistency between centres examining bodies moderation and standardisation of grades takes place in accordance with Ofqual/JCQ. This process may change the marks awarded to candidates but it is beyond the control of the school.
- 2 Appeals against the award of externally assessed grades are dealt with after the publication of results according to the procedures published by the awarding bodies.
- 3 More information about the awarding bodies' procedures may be obtained from the Ofqual or Awarding Bodies websites.
- 4 Further copies of this document may be obtained on request from the Headteacher or Examinations Officer. It is also published on the school's website [www.broughtonhall.com](http://www.broughtonhall.com)