



# Broughton Hall High School

## Internal Assessments for External Qualifications

Broughton Hall High School is committed to ensuring that whenever staff assess work for candidates for external examination, this is done fairly, consistently, and in accordance with the specification for the qualification concerned. Staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity will conduct assessments. 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 Head of Department. 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 Headteacher. The application must be made as soon as the circumstances become known and always before the date of the first written paper of the examination series.
- 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 his place.
- 3 The Teachers who conduct the appeal will decide whether the procedures used for the internal assessment 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 before the last written paper of the examination series. Any changes made to the assessment of the work, any changes made to improve the school's application of the procedures, 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. The school will notify the awarding body of any outcome of the appeal that has implications for the conduct of the examination or the issue of results. A written record of the appeal will be kept and must be made available to the awarding body at their request.

## Notes

- 1 After work has been assessed internally the awarding body, to ensure consistency between centres, moderates it. Such moderation may change the marks awarded internally but it is beyond the control of the school.
- 2 Appeals against the marking of externally assessed examination components 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 Examinations Officer.
- 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)