

LIGHT HALL SCHOOL

POLICY ON INTERNAL ASSESSMENTS FOR EXTERNAL QUALIFICATIONS

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

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

APPEALS PROCEDURE – NOTICE TO EXAMINATION CANDIDATES

- An Appeal applies to the procedures used in arriving at internal assessment decisions. You cannot appeal against the mark or grade, only the procedures used.
- An Appeal must be made in writing to the Examinations Officer at least two weeks prior to the final written examination for the subject in the examination series.
- An Appeal will be considered by at least three members of Light Hall School staff.
- The enquiry will consider whether the procedures used for the internal assessment conformed to the published requirements of the Awarding Body and the 'Code of Practice'.
- The Head Teacher will be advised of any Appeals and outcomes.
- An internal Appeal will be resolved by the date of the final written examination for the subject in the examination series.
- The teacher making the assessment will be able to respond to the Appeal in writing.
- A written record of the Appeal, the response from the teacher and the outcome will be sent to you.
- If you are not satisfied with the written results of the Appeal, a personal hearing can be requested. The panel would consist of two persons not previously involved, normally the Head Teacher and a member of the Governing Body.
- Written records of all Appeals, including the outcomes and the reasons for those outcomes will be held in the Examinations Office.
- Light Hall School will inform the Awarding Body of the outcome of any Appeal which has implications for the conduct of examinations or the issue of results at the school.
- Full details of any Appeal will be made available to the Awarding Body on request.