



Arrangements for Appeals Against Assessing Controlled Assessments

Tudor Grange Academy (TGAR) is committed to ensuring that whenever its staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the subject concerned. Assessments will be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the examinations board. Where a set of work is divided between staff, consistency will be ensured by internal moderation and standardisation.

If a student feels this may not have happened they may make use of this appeals procedure. Appeals can only be made against the process that led to the assessment not against the mark or grade.

Candidates under the age of 18 should be supported in the presentation of their case for appeal by a parent/carer.

1. Appeals must be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in the examination series. So the appeal must be made before early to mid-June (please check with the examination officer for actual date).
2. The appeal should be made in writing to the examination officer stating the details of the complaint and the reasons for the appeal.
3. The headteacher will nominate a senior member of staff to manage appeals. This person will disseminate information to all candidates and their parents/carers about the appeals procedures and will inform the headteacher about the existence and outcome of all such appeals.
4. There will be an opportunity for the teacher(s) concerned in making any assessment, which is the subject of the appeal, to see a copy of the appeal and to respond to this in writing, with a copy sent to the candidate.
5. The nominated senior member of staff will decide whether the process used for the internal assessment conformed to the requirements of the awarding body and the JCQ.
6. The appeals procedure allows the candidate bringing the appeal to have a personal hearing if they are not happy with the written response they have received. A candidate will be given one week's notice of the hearing date; they will have sight of all relevant documents (e.g. the marks given, the assessments made etc) in advance of the hearing. Where a candidate is presenting their own case they will be allowed to be accompanied by a (single) carer/friend. The teacher(s) and candidate will have the opportunity to hear each other's submission to the panel at the hearing.
7. The panel hearing an appeal will comprise of at least two individuals who had not previously dealt with the particular case. One of the individuals will be a senior member of staff and the second another independent person, either another member of staff, or, a governor.
8. The school will maintain a written record of all appeals. This record will include the outcome of an appeal and reasons for that outcome. The school will send a copy to the candidate and, where appropriate, to their parents/carers by mid-July.
9. The school will inform the awarding body if there is any change to an internally assessed mark as a result of an appeal.

