

## INTERNAL APPEALS PROCEDURE

### Policy Document for Teachers and Students 2025-26

The aim of this procedure is to “promote quality, consistency, accuracy and fairness in assessment and awarding”. (Joint Council for General Qualifications ).

Centres are **required** to ensure that “published appeals procedures relating to internal assessment decisions are made widely available and accessible to all candidates”. (Joint Council for General Qualifications).

In order to fulfil the requirements of QCA in GCSE and GCE qualifications, as well as to support best practice within the school, the following procedures relating to coursework are to be followed:-

1. Each department must have a written policy regarding the completion and assessment of coursework in line with the published guidance produced by the Examination Board. Details, including those relating to dates of submission are to be made available to students.
2. In general terms it is reasonable to expect that all students are given a sufficient period of time to complete coursework and that teachers would have sufficient time to mark it. It is also reasonable to expect teachers to offer students appropriate guidance and the opportunity to improve upon a draft copy.
3. Students will be required to give their completed coursework to their teacher **at least** three working weeks before the coursework marks are due to be submitted to the Examination Board. The only exceptions to this are related to exceptional circumstances.
4. During the first two weeks of the three week period prior to submission of the coursework marks, teachers and departments will finalise the marks and engage in a process of Internal Standardisation.
5. Students will be informed of their mark, at least one week prior to the submission of the coursework marks to the Examination Board.
6. Students will be informed that the coursework mark that they have been given is subject to scaling upwards or downwards following External Moderation.
7. Students will be informed that if they believe they have not been awarded a fair mark then they have a right to appeal in accordance with the procedures outlined in this document.
8. If the student wishes to appeal their mark they must do so within one week of receiving their mark.
9. The first course of action is for the student to discuss the matter with the teacher.
10. If the student is still not satisfied, then the student and the teacher will discuss the matter with the Teacher in Charge and/or Examination Officer. At this stage it is envisaged that a resolution would be reached to the satisfaction of the student and the teacher.
11. If the student is still not satisfied then the matter may be brought to the attention of the Appeals panel, which is done by the student completing an appeal in writing.
12. The purpose of the Appeals Panel is to examine the procedures used and to establish if the proper procedures were adhered to.

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13. The Appeals Panel shall consist of at least one of the following: the Principal, the Examinations Officer or the Assistant Examinations Officer, along with the Teacher in Charge, and the teacher who awarded the mark.
14. Applications for Appeals must be received before the coursework marks are submitted to the Examination Board.
15. Any coursework which is the subject of an appeal and has had to be submitted as part of a sample to the Examination Board may be photocopied.
16. Initially the Appeals Panel will consider the application that the student has submitted. If the Panel is satisfied that there is no justification for appeal following an examination of the application, then the process ends there and the student is informed that the mark awarded stands. This situation would arise if some of the stages outlined above were not followed.
17. If it is established that the preliminary stages were followed, then an arrangement shall be made for the Panel to meet to consider the matter.
18. A date and time will be given to the student to meet with the Panel to hear their appeal.
19. The student shall be present at the appeal and may be supported by a parent/ guardian/ friend.
20. The Appeals Panel will examine the procedures used to award marks for internal assessments according to the information provided by the relevant teacher(s) and the student.
21. The centre will retain a written record of the appeal a copy of which will be sent to the student.
22. If the appeal is upheld and there is a change to the awarded mark from that sent to the Examination Board, the Examinations Officer will inform the relevant organisation of those changes.
23. All appeals will be considered and resolved by the date of the last external assessed paper of the series (e.g. by the end of June for the summer examination series).
24. Full details of any appeal must be made available to the Examination Board on request.
25. The policy will be reviewed annually.