

Examinations Appeals Procedures **Outwood Post 16 Centre, Worksop**

Appeals Against Internal Assessment of Work for External Qualifications

Outwood Post 16 Centre, Worksop 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 qualification concerned. Assessments should 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 should be assured by internal moderation and standardisation.

If a student feels that this may not have happened in relation to his/her work, she/he may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

A copy of this procedure is available from the General Office.

1. Appeals should 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 examinations series (so the appeal must be made before a date in mid – June for the summer series as presently timetabled).
2. Appeals should be made in writing to the Exams Officer, who will investigate the appeal. If the Exams Officer was directly involved in the assessment in question, the Principal will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise, if the Exams Officer is not able to conduct the investigation for some other reason.
3. The Exams Officer or other member of staff will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and the examinations code of practice of the JCQ. This will be done before the end of the series (currently the end of June for the summer series).
4. You will be informed in writing of the outcome of the appeal, including any correspondence with the exam board, any changes made to the assessment of your work, and any changes made to improve matters in future.
5. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After the work has been assessed internally it is moderated by the awarding body (examinations board) to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work that is outside the control of the Centre and this is not covered by this procedure. If you have concerns about the moderation please ask the Exams Officer for a copy of the appeals procedure of the relevant examinations board.