



FYLING HALL SCHOOL

Arrangements for Internal Appeals about Internal Assessment Decisions and Enquiries about results for GCSE and A level Exams

Last updated: 7 February 2008

Appeals Procedure – Internal assessment of public examinations

1. This procedure allows candidates and their carers to appeal against an internal assessment decision relating to public examinations taken at Fyling Hall School. The procedure is to be managed by the school Examinations Officer.
2. Any appeal must be communicated in writing to the school within one week of the publication of the Public Examination results to which the appeal relates.
3. The teacher who marked the work in question is to see a copy of the appeal and is to respond to the appeal in writing to the Examination Officer within one week. The Examination Officer will immediately forward a copy of this response to the candidate.
4. If the candidate is not satisfied with the initial written response, a personal hearing may be requested of the Examination Officer in writing within a week of the initial response being produced. The candidate will be given one week's notice of the date of the hearing, and may see all the relevant documents (e.g. the marks given, the assessments made) in advance of the hearing. A candidate who is presenting his or her own case may be accompanied by a single friend or carer. The teacher and the candidate should have the opportunity to hear each other's submission to the panel at the hearing.
5. The Examination Officer will convene an appeal panel consisting of at least two individuals who have not previously dealt with that particular case. One of the individuals should be a senior member of staff and the second another independent person, whether another member of staff or, for example, a governor.
6. The Examination Officer should maintain a written record of all appeals. This record should include the outcome of an appeal and reasons for that outcome. The Examination Officer will send a copy to the candidate and, where appropriate, to the carer within a week of the panel hearing.

The Examination Officer will inform the Awarding Body if there is any change to an internally assessed mark as a result of an appeal. Any internal dispute or appeal against an internal assessment decision will be resolved speedily, since awarding bodies cannot change the date on which certificates are printed and issued. Careful consideration will be given to the dates between which an appeal can be heard, taking into account the results date for the relevant examination series.