

Internal Appeals Procedure

The appeals procedure is available to all students at Hanson School doing GCE, GCSE and GCSE Vocational Subjects awards with the Awarding Bodies.

Faculties and Departments will ensure all students have access to any marks awarded to them internally and any comments recorded by the centre relating to their controlled assessment.

The appeals procedure will ensure that students have access to:

- The marks awarded to them by the centre for an internal assessment.
- All comments recorded by the centre relating to their internally assessed work.
- Any correspondence between the centre and the Awarding Body relating to their internally assessed work
- Information, if available at the time of the appeal, as to whether their work was sampled by the Awarding Body
- The moderated mark given to the work by the Awarding Body, if known
- The relevant Awarding Body procedures for the conduct of internal assessments.

As part of the Internal Appeals Procedure Hanson School will ensure that the appeal is considered and resolved by the date of the last externally assessed paper of the series.

The appeals panel will be set up which will consist of

- A senior member of staff who will chair the panel
- 2 other members of staff at least one of whom has not been involved with the original internal assessment decision

If the candidate desire they can be supported in their presentation by a parent, guardian or friend.

A written record will be kept of all appeals at the centre.

A copy of the outcome of the appeal and the reasons for that outcome will be sent to the candidate.

Should there be any problems in meeting this deadline the issue will be raised with the Awarding Body.

The school will inform the Awarding Body of any outcome from an appeal, which has implications for the conduct of the examination, or the issue of results at the centre.

The appeal will include a review of the procedures used by the centre to award marks for internal assessments and will consider whether those procedures conformed with the published requirements of the Awarding Body.

Should a student be unhappy with the outcome of the Internal Appeals Panel decision they will be given the opportunity to pay for the remark themselves.