



# The Windsor Boys' School

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## External Qualifications Appeals policy

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### Internal Assessments

In accordance with the Code of Practice for the conduct of external qualifications produced by QCA, The Windsor Boys' School is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
- Assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification;
- The consistency of the internal assessment is secured through internal standardisation as necessary;
- Staff responsible for internal standardisation attend any compulsory training sessions.

### Written appeals procedure

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the School concerning internal assessment:

- the appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgement themselves; you cannot appeal against the mark or grade only the procedures used
- the parent or guardian must make the appeal in writing to the School's Examinations Coordinator: appeals should be made as early as possible but normally by 30<sup>th</sup> April for examinations in the summer series.
- the enquiry into the internal process will normally be led by the Examinations Coordinator and a member of the SLT, provided that neither has played any part in the original internal assessment process;
- the teacher making the assessment will be able to respond to the appeal in writing;
- the enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body and the 'Code of Practice'.

The appellant will be informed in writing of the outcome of the appeal, including:

- relevant communications with the Awarding Body;
- any steps taken to further protect the interest of the candidates.

If the appellant is unhappy about the response in writing, he can ask for a personal hearing, where the panel will consist of two persons not previously involved, normally the Head Teacher and another member of the SLT.

**Note:**

Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgement on marks awarded is that of the awarding body. Appeals against matters outside the School's control will not be considered in the School's appeals procedure.

## **Policy on External Assessment**

Where a candidate is unhappy with the mark awarded for a particular exam unit (eg written exam, coursework, practical assessment, etc), a clerical check or re-mark may be requested via the Exams Office. The candidate will be required to acknowledge that his grade may be confirmed, raised or lowered and will be responsible for paying the relevant fee at the time of the request. The decision as to whether to support such an enquiry will be made by TWBS on the basis of several factors, including knowledge of the exam system and professional judgement. Details of the costs involved, deadlines and how to proceed are issued to all students when they receive their results in August.