



ST. ANDREW'S
COLLEGE
Cambridge

COLLEGE POLICY DOCUMENT

**INTERNAL APPEALS POLICY ON CENTRE ASSESSMENTS FOR
EXTERNAL QUALIFICATIONS**

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In accordance with the Code of Practice for the conduct of external qualifications produced by QCA, St. Andrew's Cambridge is committed to ensuring that:

- internal assessments / continuous 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 assessments is secured through internal standardisation as necessary;
- staff responsible for internal standardisation are to attend any compulsory training sessions that are laid on by the head of department.

Written appeals procedure

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

- 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 College's Examinations Officer: *appeals should normally be made by 30th August for examinations in the summer series. This deadline may be extended in exceptional circumstances in situations where the coursework marking and moderation schedule extends beyond this time.*
- the enquiry into the internal process will normally be led by the Examinations Officer, provided that he/she has not played any part in the original internal assessment process;
- the teacher making the assessment will be able to respond to the appeal in writing, and a copy will be sent to the *appellant*;
- 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/she can ask for a personal hearing, where the panel will consist of two persons not previously involved, normally the *Principal and a Director*.

Enquiries About Results (Re-marks)

In cases of Enquiries About Results, where the College does not uphold a request for such an enquiry, the student may normally pay to have an enquiry carried out. Where the student wishes to challenge the decision not to hold an enquiry or consequent appeal, a similar procedure to that mentioned above will be carried out.

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. Appeals against matters outside the College's control will not be considered in the College's appeals procedure.

Reviewed:

September 2009, 2010, 2011, 2012, 2013, July 2014, July 2105 and July 2016.

Next review: 1st August 2017.