



APPEALS POLICY 2017

• Committee:	• Curriculum
• Active Date:	• July 2017
• Date of next review:	• June 2018
• Responsible Officer:	• A Stephenson

Here at Melbourn Village College we strive to conduct all assessments in accordance with the specification for the qualification concerned. All staff involved will have appropriate knowledge and understanding and have been trained in performing this activity.

MVC is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant examination board for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If at any point in this process, a student feels that his/her work has not been subject to these requirements, then he/she is able to make an appeal. It is important to recognise that this appeal can only be made against the process conducted and not against the grade/mark received.

Please find below the procedure for appealing against internally assessed external qualifications.

1. Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (e.g. the last GCSE written paper in the June GCSE exam series).
2. Appeals should be made in writing by the candidate's parent/carer to the exams officer (EO), who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. If the EO 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 EO is not able to conduct the investigation for some other reason.
3. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the QCA.
4. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
5. The outcome of the appeal will be made known to the Principal and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

If the student wishes to appeal against an externally assessed unit / exam they should inform the Exams Officer as soon as possible. The Exams Officer will discuss with the relevant Head of Department who will be able to advise them on whether a remark is the correct course of action. Please note that if a remark is to be carried out the grades are able to go down as well as up.

If the Head of Department supports the remark then the fee for remark will be covered by the school; in the instance that the Head of Department does not support the remark then the parent/carer will be expected to cover the cost. Please check with the Exams Officer for appeals deadlines and costings.