

EXAMINATION APPEALS POLICY INTERNAL ASSESSMENTS

1. Procedure

This procedure should be followed where a student wishes to appeal against an internal assessment decision relating to coursework or examination work, or where a student wishes to appeal against the College's decision not to support an enquiry into results issued by an Examination Board.

2. Practice

- 2.1. The appeal should be made in writing, stating clearly the reasons for the appeal. The appeal must be made within two weeks of the original decision being known by the candidate.
- 2.2. Appeals should be made to the Deputy Principal who will manage the appeal process.
- 2.3. Any teacher involved in making the assessment which is the subject of the appeal receives a copy of the appeal letter and has the opportunity to respond in writing with a copy to the candidate.
- 2.4. If the candidate is not happy with the written response, a personal hearing is convened. The candidate receives at least five working days' notice of the hearing date and has sight of all relevant documents before the hearing.

3. Appeals Procedure

The procedure is conducted as follows:

- 3.1. The Appeal Panel comprises three individuals who have had no previous involvement with the case. This includes a member of the College Leadership Team and two members of the Governors' Learning and Community Committee.
- 3.2. The candidate presents his/her case and may be accompanied by a parent or friend; the teacher who made the original judgement also presents his/her case and may also be accompanied by a friend.
- 3.3. The outcome of the appeal is sent to the candidate in writing within five working days.
- 3.4. Any change to an internally assessed mark as a result of an appeal is sent to the Awarding Body immediately.

4. Review

This policy to be reviewed by the Learning and Community Committee every two years.

**Ratified by the Governors' Learning & Community Committee
31st January 2012**

