The Aylesbury Vale Academy

Success Beyond Belief

A Church of England Academy

AYLESBURY VALE ACADEMY

APPEALS PROCEDURE FOR THE CONDUCT OF INTERNAL / CONTROLLED ASSESSMENTS

In accordance with the Code of Practice for the conduct of external qualifications produced by the QCDA, Aylesbury Vale Academy is committed to ensuring that:

- Internal/controlled assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates are produced and authenticated according to the requirements of the relevant specifications for each subject.
- The consistency of internal/controlled assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and/or assessment attends any compulsory training.

Written Appeals Procedure

- Appeals may be made to the academy regarding the **procedures** used in the internal/controlled assessment, but **not the actual marks or grades** submitted by the academy for moderation by the awarding body.
- A student or parent wishing to appeal against the procedures used in internal/controlled assessments should contact the Examinations Manager, Gemma Lambourne as soon as possible to discuss the appeal. In order to progress with an appeal, the academy must receive the appeal in writing.
- On receipt of a written appeal, an enquiry into the internal/controlled assessment will be conducted by the Examinations Manager and the Principal. This enquiry will consider whether the procedures used in the internal/controlled assessment conformed to the published requirements of the Awarding Body.
- The appellant will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of candidates.
- The teacher marking the assessment will be able to respond to the appeal in writing, and a copy will be sent to the appellant.

Enquiries about Results (Clerical Checks and Re-marks)

Where a candidate is unhappy with their mark for a particular written exam unit, a clerical check or re-mark may be requested via the Examinations Manager. The candidate will be required to acknowledge in writing that their grade may be confirmed, raised or lowered and will be responsible for paying the relevant fee at the time of the request.

Information for Students

If at any stage during your exams courses you have concerns about the procedures used in assessing your internally marked work/controlled assessment for public exams, you should first speak with your subject teacher and/or form tutor and discuss the matter fully with him/her. Hopefully this will resolve the situation, if you are still unhappy, you should see the Examinations Manager, Gemma Lambourne as soon as possible.