

ANTRIM GRAMMAR SCHOOL

APPEALS AGAINST INTERNAL ASSESSMENT OF WORK FOR EXTERNAL QUALIFICATIONS

March 2007

Antrim Grammar School is committed to ensuring that whenever its staff assesses students' work for external qualification this is done fairly, consistently and in accordance with the specifications for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the relevant examinations board. Where marking is divided between staff, consistency should be assured by internal standardisation. All such work will be subject to the examination board's Moderation Process but these internal appeals can only happen before that external process begins.

The existence of this procedure is made known to students by reference to it on the examinations notice board.

This appeals procedure is available from the general office.

1. Appeals should be made as soon as possible. In the first instance the pupil should discuss the matter with the subject teacher within 5 working days of receiving the mark.
2. If there is no resolution, the matter will be passed on to the subject leader within 5 working days and, at this stage, a parent/carer may wish to be involved in the discussions. If the appeal is against a subject leader, the pupil should go straight to the Vice Principal, in charge of Curriculum.
3. If there is still no resolution, an appeal should be made in writing to the Vice Principal (Curriculum) within 5 working days of the previous stage. If the Vice Principal (Curriculum) was directly involved in the assessment in question, the Principal will appoint another member of staff of similar seniority to conduct the investigation.
4. If there is still no resolution, the written appeal will be passed to an Appeals Committee who will hear the case within 5 working days of the previous stage. This Committee will be comprised of the Principal, the Head of Examinations and a teacher governor.
5. The parent(s)/guardian(s) of the pupil (or the pupil, if over 16) will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of the pupil's work, and any changes made to improve matters in future.
6. The outcome of the appeal will be made known to the Principal. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

Please note

After work has been assessed internally it is moderated by the awarding body (examinations board) to ensure consistency across centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of Antrim Grammar School and is not covered by this procedure. If you have concerns about it, please ask the examinations officer for a copy of the appeals procedure of the relevant examinations board.