

## KINGSMEAD SCHOOL

### APPEALS AGAINST INTERNAL ASSESSMENTS

The Main Points are:

- Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- Appeals should be made in writing by 30 June to the Examinations Officer and the Senior Deputy Head (or other nominee) who will decide whether the process used conformed to the necessary requirements
- The Centre's findings will be notified in writing, copied to the Exams Officer and recorded for awarding body inspection.

Statement for Pupils:

"If at any stage during your exam courses you have concerns about the procedures used in assessing your internally marked work for public exams (e.g. coursework/portfolio/projects) you should see the Examinations Officer as soon as possible".

### ENQUIRIES ABOUT RESULTS (EARs)

EARs may be requested by centre staff or candidates if there are grounds for believing there has been an error in marking.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of teaching staff, they will be charged.