



Title: Examination Policy – Appendix

Arrangements for Internal Appeals about Assessment Procedures

As part of most examination courses there is an element of coursework. Much of this is marked internally, although moderated by the examination boards.

This document deals with appeals made about the marking of this coursework.

It should be noted by all staff that extensions to coursework deadlines should be applied with care. As a matter of policy either no extensions should be granted, or an extension given to the whole group.

1. It is expected that in the first instance there should be dialogue between students and teaching staff over the marking of work.
2. There should be clear criteria as to how marks have been arrived at and these should be available to the students.
3. Should there be a dispute over marking after discussions have been held the following procedures should be followed:
 - a) The Examinations Officer should be informed of any dispute, in writing, as soon as possible. This will be constrained to some extent by coursework deadline dates (usually in early/mid May)
 - b) There should be a written reply to any complaint from the teacher/Head of Faculty as appropriate
 - c) If there is still a dispute the candidate can then take his case to a panel consisting of the Deputy Head and a nominated Governor from the Curriculum Committee
 - d) Both the candidate and member of staff concerned should be available to present their case before this committee
 - e) A full written report of the appeals will be kept
 - f) The examination board will be informed about any changes made to marks as soon as possible

Students should be informed of this procedure at the start of their examination courses (usually at the start of Year 10 but note needs to be taken of fast track students).