**Appeals against internal assessment of work for external qualifications**

Procedure for Appeals by Candidates against Marking of Coursework

**Introduction**

* Howard House School is committed to ensuring that whenever its staff assess candidates’ work for external qualifications; this is done fairly, consistently and in accordance with the specification for the qualification concerned.
* Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity.
* Candidates’ work is produced and authenticated according to the requirements of the examinations board. Where a set of work is divided between staff, consistency is assured by internal moderation and standardisation.
* After work has been assessed internally, it is moderated by the awarding body to ensure consistency between exam centres. Such moderation can change the marks awarded for internally assessed work. That is outside the control of Howard House School and is not covered by this procedure.

**Appeals Procedure**

**Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.**

1. All candidates are informed about the appeals procedure when they start their coursework. Copies of the procedure are available from the Exams Officer and can be found on the school website [www.howardhousecare.co.uk](http://www.howardhousecare.co.uk)
2. Appeals should be made as soon as possible, and **must be made at least two weeks before the end of the last external examination in the subject.**
3. Appeals must be made in writing to the Head teacher, who will investigate the appeal and decide whether the process used for the internal assessment conformed with the requirements of the awarding body and the examinations code of practice of the QCA (www.qca.org.uk).
4. Within two weeks of the receipt of the appeal the candidate will be informed in writing of the outcome, including any correspondence with the board, any changes made to the assessment of his/her work, and any changes made to improve matters in future.
5. 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.
6. Should the student be dissatisfied with the written response, he/she has right of appeal to the Hearings and Pupil Discipline Committee of the Governors of the school.