



# VERULAM SCHOOL

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## VERULAM SCHOOL, ST. ALBANS

### EXAMINATIONS APPEALS PROCEDURES

#### APPEALS AGAINST INTERNAL ASSESSMENT OF WORK FOR EXTERNAL QUALIFICATIONS

Verulam School is committed to ensuring that whenever a member of its staff assesses students' work for external qualification, this is done fairly, consistently and in accordance with the specification 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 examinations board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a student feels that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. Note that appeals may be made only against the process that led to the assessment and not against the mark or grade.

The existence of this procedure is made known to students by reference on the school website and also from the Examinations Officer.

- 1 Appeals should be made as soon as possible, and must be made by November 15<sup>th</sup>, January 15<sup>th</sup> or June 15<sup>th</sup> for the November, January or June (Summer) Series respectively.
- 2 Appeals should be made in writing, via the Examinations Office, to the Deputy Head with overall responsibility for examinations, who will investigate the appeal. If she/he was directly involved in the assessment in question, the Headteacher will appoint another member of staff of similar or greater seniority to conduct the investigation.
- 3 The investigating member of staff will decide whether the process used for the internal assessment conforms with the requirements of the awarding body and the examinations code of practice of the QCA. This will be done before the end of the Series. (Currently the end of November, January or June for the November, January or June Series).
- 4 The candidate lodging the appeal will be informed in writing of the outcome, including any correspondence with the awarding body, any changes made to the assessment of the work, and any changes made to improve matters in future.
- 5 The outcome of the appeal will be made known to the Headteacher and 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.

After work has been assessed internally it is moderated by the awarding body (examinations board) to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. This process is outside the control of 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.



SEA/Sept 2005

Headteacher: D Kellaway MA

INVESTOR IN PEOPLE

