



Alameda Middle School

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GCSE Appeals

In accordance with the Code of Practice for the conduct of external qualifications produced by the Qualifications and Curriculum Authority (QCA), Alameda Middle School is committed to ensuring that:

- Internal assessments are conducted by staff that has the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject
- The consistency of internal assessment is assured through standardisation as set out by the Awarding Bodies
- Staff responsible for internal standardisation and/or assessment attend any compulsory training session

Written Appeals Procedures

Each awarding body publishes procedures for appeals against its decisions, and the Examinations Manager will be able to advise students and parents about these procedures.

Appeals may be made to the school regarding the procedures used in internal assessment, but not the actual marks or grades submitted by the school for moderation by the Awarding Body.

A student or parent wishing to appeal against the procedures used in internal assessments should contact the Examinations Manager as soon as possible to discuss the appeal. A written appeal must be received by the school at least two weeks before the date of the last external examination in the subject.

On receipt of a written appeal an enquiry into the internal assessment will be conducted by the Examinations Manager and the head of subject. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.

The appellant will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates.

Statement to be issued to students:

If at any stage during your examination courses you have concerns about the procedures used in assessing your internally marked work for public examinations (e.g. coursework, portfolio, projects) you should see the Examinations Manager, as soon as possible