

DOCUMENT 3

Guru Nanak Sikh Academy

Internal Assessment Decisions: Appeals Procedure

1. The Joint Council for Qualifications Code of Practice requires schools to have a published appeals procedure relating to internal assessment decisions.
2. The grounds for appeal relate only to the **procedures** used in arriving at internal assessment decisions or the production of externally assessed work and **do not** apply to the **judgment** made.
3. The appeal must be made in writing to the School's Examination Officer by 31 May of the year that the non-Examination assessments/coursework was assessed. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer/friend.
4. The Executive Principal will nominate a senior member of staff, normally the Examinations Officer (EO), to lead the enquiry provided that the EO has played no part in the original assessment process. An experienced Subject Leader and School Governor will also be on the panel.
5. The panel will examine the evidence for the procedures used in the assessment, decide upon its appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed by the end of June of that examination series.
6. The panel's findings will be formally reported back to the candidate/parent/carer at the beginning of July.
7. Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the Awarding Body if required.
8. The Appeals Procedure is available for inspection.