



EXAMINATIONS APPEALS PROCEDURE

APPEALS AGAINST INTERNAL ASSESSMENT OF WORK FOR EXTERNAL QUALIFICATIONS

Hampstead School is committed to ensuring that whenever staff assesses students' work for external qualifications, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments will be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity.

Where a set of work is divided between staff, consistency will be assured by internal moderation and standardisation.

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

Details of the procedure for appeals are as follows:

1. Appeals should be made as soon as possible and must be made at least two weeks before the end of the last externally assessed paper in the examinations series. (e.g. for summer examinations this will be mid-June).
2. Appeals should be made in writing to Mrs J Nazimi, Examinations Officer who will investigate the appeal.
3. The Examinations Officer will decide whether the process used for the internal assessment conformed with the requirements of the examination board and the examinations code of practice of the QCA. This will be done before the end of the examination series (end of June for the summer series).
4. The outcome of any appeal will be presented in writing to the candidate, including any correspondence with the examination board or any changes made to the assessment of the work.
5. The outcome of the appeal will be made known to the Head, Jacques Szemalikowski. A written record of the appeal will be kept and made available to the examination board at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

Please note that after work has been assessed internally it is moderated by the examination board to ensure consistency between centres. This process is outside the control of Hampstead School and is NOT covered by the procedure outlined above. If the examinations board accepts and agrees with the marks submitted by the school after their external moderation, they will NOT re- moderate the candidates' work. This means that if a candidate is unhappy with the grade that they receive on results day under no circumstances will their coursework be looked at again by the examination board.

APPEALS AGAINST EXTERNAL ASSESSMENT MARKS

Where a candidate is unhappy with the mark awarded for a particular exam unit (e.g. written exam, coursework, practical assessment etc.) a clerical check or remark may be requested via the Exams Office. The candidate will be required to acknowledge that his/her grade may be confirmed, raised or lowered. Hampstead School will support all enquiries into results but candidates will be responsible for paying the relevant fee at the time of the request.

Jacques Szemalikowski
Head

Jodie Nazimi
Sallianne Brown
Examinations Officers