



AYLESBURY  
GRAMMAR SCHOOL  
*Founded 1598*

# APPEALS AGAINST INTERNAL ASSESSMENT OF WORK FOR EXTERNAL QUALIFICATIONS

## **CATEGORY C**

This policy is updated and approved by the Senior Leadership Team (SLT) every three years.  
This version was approved October 2024  
The next update will be due by October 2027

SIGNED: \_\_\_\_\_

Richard Williams (Chair of Governors)



## APPEALS AGAINST INTERNAL ASSESSMENT OF WORK FOR EXTERNAL QUALIFICATIONS

### 1. Introduction

- 1.1 Aylesbury Grammar School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

### 2. Marking of work

- 2.1 Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Aylesbury Grammar School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work that will count towards final grades in public examinations, internal moderation and standardisation will ensure consistency of marking. If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

### 3. Appeals

- 3.1 If candidates have met all internal deadlines teachers will inform candidates of the marks awarded for any internally assessed components of GCSE and GCE at least ten working days before the exam board deadline for receipt of marks for their subject. It is the responsibility of the candidate to seek clarification or raise any concerns which may lead to an appeal over the marks or grades awarded within two days of receiving their mark.
- 3.2 Candidates may request copies of relevant materials to assist them in considering whether to request a review of the School's marking of the assessment. These materials could include a copy of their marked work, the relevant specification and associated subject specific documents. These materials must be made available to candidates within 24 hours of being requested.
- 3.3 Requests for reviews of marking **must** be made in writing to the relevant Head of Section
- 3.4 The Head of Section will arrange for a review of the marking to be carried out by an assessor with appropriate competence, who has had no previous involvement in the assessment of the candidate and has no personal interest in the outcome of the review
- 3.5 The purpose of the review will be to decide whether the student's mark is consistent with the awarding body's specification and subject-specific associated documents. Aylesbury Grammar School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- 3.6 The candidate will be informed in writing of the outcome of the appeal
- 3.7 The outcome of the appeal will be made known to the Headmaster. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed.

### 4. External Moderation

- 4.1 After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Aylesbury Grammar School and is not covered by this procedure.

### 5. Policy Review

- 5.1 This policy will be reviewed, updated and determined by the school's senior Leadership Team (SLT) every three years or sooner should regulations be amended or altered.