



Internal Appeals Policy

Haute Vallée 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.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Haute Vallée 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, internal moderation and standardisation will ensure consistency of marking.

1. Haute Vallée School will ensure that candidates are informed of their centre assessed marks within 10 days of the work being assessed, so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Haute Vallée School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Haute Vallée School will, having received a request for copies of materials, promptly make them available to the candidate.
4. Haute Vallée School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Haute Vallée School will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
6. Haute Vallée School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. Haute Vallée School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review. ***In cases where the appeal is made in a subject area with just one or two assessors, this may involve having the work marked by a specialist assessor from our Partner School.***
8. Haute Vallée School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Haute Vallée School will inform the candidate in writing of the outcome of the review of the centre's marking.



10. Students / Parent or carer wishing to appeal against the mark of an internally assessed module, having exhausted normal routes through their subject teacher and Head of Department, must put the application in writing to the Examinations Officer **within 5 school days of the student being notified of the internally assessed unit mark.**
11. The Examinations Officer will manage internal appeals.
12. The appeal panel will consist of at least three people; at least one of whom has not been involved in the internal assessment decision. The panel will be convened by the Examinations Officer and may involve a subject specialist from another examinations centre in Jersey.
13. Should the student be required to present their case to the Panel they are allowed to be supported in the presentation by a parent/ carer or friend.
14. A written record of appeals will be maintained. This will include the outcome and the reasons for that outcome. A copy will be sent to the candidate and Chair of Governors.
15. Students will be able to gain access to the following by approaching their subject teacher:
 - The marks awarded for the internal assessment.
 - All comments recorded by the centre relating to their internally assessed work.
 - Any correspondence between Haute Vallée School and the awarding body relating to the internally assessed work.
 - Information available at the time of the appeal, as to whether their work was sampled by the awarding body.
 - The moderation mark given by the awarding body if known.
 - Relevant awarding body procedures for the conduct of internal assessments.
16. Appeals should include a review of the procedures used by Haute Vallée School to award marks and should consider whether those procedures were in conformity with the published requirements of the awarding body.
17. All internal appeals should have been considered and resolved by the date of the last externally assessed paper of the series. Any difficulties in meeting this deadline should be raised with the awarding body.
18. Haute Vallée School must inform the awarding body of any outcome of an appeal that has implications for the issue of results at the centre.
19. An appropriate charge may be levied against the candidate / parent /carer towards administration costs for an Internal Appeal.
20. Full details of any appeal must be made available to the awarding body on request.

Mr D P Mortimer, Examinations Officer.
6 March 2019