



Nunnery Wood High School

Spetchley Road, Worcester, Worcestershire, WR5 2LT

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www.nunnerywood.worcs.sch.uk

Internal Assessment Procedure – Appeals (for students)

- This is to let you know how to appeal about the procedures used in internal assessment for work that contributes to GCSE awards.
- This relates to GCSE assessed controlled assessment and is utilised only when the work has been internally moderated and a centre assessed mark has been awarded.
- The outcome of the appeal may be rendered irrelevant in the light of external moderation by the Examination Board and subsequent changes to marks awarded.
- Before embarking upon an Appeal, candidates should discuss with their parents the implications involved and whether they are likely to achieve a positive outcome.
- The procedure at this examination centre, Nunnery Wood High School, will be supervised by Mrs Waters, Exams Officer and information will be available from the Admin Office. Mr Powell and Mr Williams will be made aware of the details of all appeals in progress and advised of their outcome.
- Any appeals will be considered by at least three members of Nunnery Wood High School staff, including the centre's Exams Officer, an experienced subject leader and a member of SLT.
- You will be allowed to be supported in the presentation of your case by a parent, carer or friend.
- A written record of all appeals will be held in the Admin Office by Mrs Waters. This will include a record of the outcome, including the reasons for that outcome. A copy will be sent to you.
- All appeals will include a review of the procedure used at Nunnery Wood High School to award marks for internal assessments to ensure that this complies with the requirements of the Awarding Body and the published Code of Practice.
- You must complete the relevant form by 1 May of the year that the controlled assessment was assessed.
- Nunnery Wood High School will inform the Awarding Body of the outcome of any appeal which has implications for the conduct of examinations or the issue of results and full details of any appeal will be made available to the Awarding Body on request.
- If the School is unwilling to support your appeal, a meeting can be arranged with the Deputy Headteacher (Mr Williams) at which you may be accompanied by a parent/carer/friend. Everything that happens at the meeting will be written down and you will be given a copy. If the meeting does not resolve the problem to your satisfaction you will be able to follow the standard complaints procedure.

How do I make an Appeal?

- You should seek advice from your tutor, or relevant subject staff.
- If you wish to make an appeal, please fill in the *Internal Appeals Form* as soon as possible after the marks are awarded but by the 1 May at the latest. A blank copy of this will be available from the Admin Office.
- Return the completed form to the Exams Officer, Mrs Waters, in the Admin Office.

INTERNAL APPEALS FORM

Name		Tutor Group	
Subject		Unit	
Class Teacher		Class	
Mark Awarded		Grade	

Please detail below the circumstances surrounding your appeal:

Any additional information relevant to your appeal:

Signed:

Date: