

## Internal Appeals Procedure

### Examinations

#### Internal Appeals Procedure - Finham Park School

This procedure should be followed by a candidate disagreeing with decisions made by a teacher about internally assessed examination work (eg coursework marks). If the disagreement cannot be resolved by discussion between the teacher and the candidate concerned, then the candidate may appeal to the exams officer, who will put the agreed appeals process into action. This will be the final stage in the normal process of considering and resolving disputes. It is expected that it will only be used in exceptional circumstances.

1. The examinations officer is in overall charge of managing appeals to internal assessments.
2. If a student wishes to appeal about his/her internal assessment marks, then the following procedures should be followed:
  - The appeal should be made in writing to the examinations officer, stating the details of the complaint and the reasons for the appeal.
  - The appeal must be submitted before the end of the first week in May of the year in which the written examinations are taken\*
3. The teacher/s concerned in marking/assessing the work which is the subject of the appeal will be given a copy of the complaint and will respond in writing to the examinations officer; a copy of this will be given to the student.
4. If the student is not happy with the written response they have received, he/she can then request a personal hearing before an appeals panel.
  - The appeals panel will consist of the examinations officer and two of the following - the curriculum co-ordinator for the relevant key stage; the relevant Head of Year; an Assistant or Deputy Head; a school governor - none of these should have dealt previously with the appeal.
  - The request for a personal hearing should be made within two days of the receipt of the written reply to the initial appeal.
  - The candidate will be given at least two days notice of the hearing date.
  - A breakdown of the marks will be given to the candidate in advance of the appeal.
  - The candidate may bring a parent/guardian to the hearing.
  - The teacher/s involved will be present at the hearing.
  - The exams officer will convey the outcome of the appeal and the reasons for that outcome in writing to the candidate.
  - The school will maintain a written record of all appeals.
  - The school will inform the Awarding Body (Exam Board) of any change to an internally assessed mark as a result of an appeal.

\* This deadline may be extended in exceptional circumstances in situations where the coursework marking and moderation schedule extends beyond this time.

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**FINHAM PARK SCHOOL  
INTERNAL APPEALS PROCEDURE**

Please complete and return the Examinations Officer, Finham Park School, Green Lane, Coventry CV3  
6EA

**Candidates Full Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_

**Subject Teacher:** \_\_\_\_\_

**Details of Appeal:**

**Reason for Appeal:**

If needed, please continue on additional page/s and attach to this sheet

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_