

Kings International College Appeals Policy

Appeals against Internal Assessment of Work for External Qualifications

Kings International College is committed to ensuring that whenever staff assess students' work for external qualification that this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

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. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the centre for moderation by the Awarding Body.

This procedure is available from the Examinations Office in L21.

1. Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series e.g. the last GCSE written paper in the June GCSE exam series.
2. Appeals should be made in writing by the candidate's parent / carer to the Principal, who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the Awarding Body and QCA's code of practice for examinations.
3. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the Awarding Body and any changes made to the procedure relating to internal assessment.
4. The outcome of the appeal will be made known to the Principal and will be logged. A written record will be kept and made available to the Awarding Body upon request. Should the appeal bring any significant irregularity to light, the Awarding Body will be informed.

After work has been assessed internally, it is moderated by the Awarding Body to ensure consistency between centres. This moderation frequently changes the marks awarded for internally assessed work and, as it is outside the control of Kings International College, is not covered by this procedure.

Appeals following receipt of results from Awarding Body.

If you have concerns about the final result grade received, please ask the Examinations Officer for an Enquiry About Results form, which will be sent to the relevant Awarding Body. Students should be aware that asking for a remark of examination scripts could result in the overall grade awarded going down as well as up.

If this appeal is generated by the student, all costs incurred will be covered by the student and are due up front. Should the appeal be successful, the monies will be repaid. If the College initiates the appeal, then the College will bear the costs of the appeal.