



Stanchester

Academy

Appeals Against Internally Assessed Work Policy 2023-24

Signature:

A handwritten signature in black ink, appearing to be 'L. M. M.', written over a light blue horizontal line.

Headteacher

Approval Date: July 2023

Review Date: July 2024

Appeals Against Internal Assessment Policy 2023-24

Stanchester Academy 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.

Stanchester Academy 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.

1. Stanchester Academy will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Stanchester Academy 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. Stanchester Academy will, having received a request for copies of materials, promptly make them available to the candidate.
4. Stanchester Academy will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Stanchester Academy 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. Stanchester Academy 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. Stanchester Academy 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.
8. Stanchester Academy will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Stanchester Academy will inform the candidate in writing of the outcome of the review of the centre's marking.