



St. Anne's School
ALDERNEY

St. Anne's School
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Academic Year 2022 TO 2023

ST ANNE'S SCHOOL POLICY AND PROCEDURES FOR APPEALS AGAINST GCSE NEA (Non Examined Assessment) process and to manage disputes when a candidate disagrees with a centre decision not to support a review of results or an appeal

St Anne's School is committed to ensuring that whenever its staff mark candidates NEA work (non-examined assessments) 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. St Anne's 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.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

NB: An appeal may only be made against the assessment process and not against the mark submitted (to the awarding body).

1. Appeals should be made as early as possible, and no later than two weeks before the last timetabled examination in the series (e.g. the last GCSE written paper in the June GCSE examination series) for NEA processes and up to a week after the results have been received from the GCSE examinations.
2. Appeals **must** be made in writing by either the candidate or their parent/carer to the examinations officer (Miss Sophie Parrilla).
3. The head of centre (the Headteacher) will appoint a senior member of staff, i.e. an Assistant Headteacher or a Deputy Headteacher, to conduct the investigation. The

senior member of staff will not have had any involvement in the internal assessment process for that subject.

4. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific associated documents. In the case of the appeal for a review of exam results, it will decide whether a review should or should not go ahead.
5. 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 internal assessment procedures.
6. The outcome of the appeal will be made know to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in the procedures to light, the awarding body will be informed.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of St Anne's School and is not covered by this procedure.

Miss Sophie Parrilla
Exams Officer
September 2022