



Our Lady Queen of Peace

Catholic Engineering College

Glenburn Road  
Skelmersdale  
Lancashire WN8 6JW

t: 01695 725635 f: 01695 556046  
[mail@olqp.lancs.sch.uk](mailto:mail@olqp.lancs.sch.uk)  
[www.olqp.lancs.sch.uk](http://www.olqp.lancs.sch.uk)

## EXAMS INTERNAL APPEALS POLICY

The Code of Practice published each year by Ofqual lays down requirements for all examinations with which Awarding bodies and centres must comply for dealing with concerns about internal assessment procedures for public exams.

### Principles

Our Lady Queen of Peace Catholic Engineering College is committed to ensuring that whenever its staff assesses candidate's work for external qualification, 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. Candidates work should be produced and authenticated according to the requirements of the examination board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a candidate feels that this may not have happened in relation to their work, they may follow the appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the marks or grade.

Candidates wishing to appeal should be aware that:

- All internally assessed work is marked by teaching staff in accordance with the assessment criteria published by the awarding bodies
- All internally assessed work is subject to moderation by the subject department and then by the awarding body
- Teacher decisions may be amended at any point during the moderation process
- Any appeal should be made before work is sent for external moderation (early-mid May), as the centre may not be able to guarantee access to the work after this time.

### Procedures

As in all cases where there is some disagreement it is hoped that these can be resolved in discussion with the subject teacher and Subject Leader concerned. However, if this process does





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not bring a resolution, then the candidate may appeal to the Exams Officer by following the procedure detailed below.



This will be the final stage in the normal process of considering and resolving disputes. It is expected that the following procedure will be used only in exceptional circumstances:

1. Appeals should be made in writing to the Exams Officer, stating the details of the complaint and the reason for the appeal
2. A copy of the appeal will be given to the teacher(s) and Subject Leader of the subject concerned in the assessment
3. The teacher(s) may then respond to the appeal in writing and a copy will be sent to the candidate and the Exams Officer, setting out in detail the actions taken to moderate the work in question.

If the candidate is still unsatisfied with the process of the internal appeal investigation following the written response, they may request a personal hearing before the Controlled Assessment Appeals Panel.

- The Controlled Assessment Appeals Panel will comprise of the Head of Centre, Deputy Headteacher and another member of SLT whom have not previously dealt with the particular appeal.
- The request must be made within two days of the receipt of the written reply to the initial appeal. The candidate will be given a reasonable notice of the hearing date and will be sent copies of relevant documents to the case (e.g. marks awarded) in advance of the hearing. At such a hearing, the candidate will be allowed to be accompanied by a parent or carer.
- The centre will maintain a written record of all appeals, which will include the outcome of an appeal and the reason for that outcome. A copy will be sent to the candidate and, where appropriate, to their parent within seven working days of the appeal hearing.
- The decision of the appeal hearing is final and no further consideration will be allowed.
- The centre will inform the Awarding Body if there is any change to an internally assessed mark as a result of an appeal.

## **Malpractice**

If the teaching staff discover any irregularity in internally assessed components of examinations **before** the candidate has signed the 'declaration of authentication' form, the centre will not accept the work for assessment purposes.

If an irregularity is discovered **after** the candidate has signed the 'declaration of authentication' form, the centre must submit full details of the case to the Awarding Body at the earliest opportunity. The matter will then be treated as a formal case of suspected malpractice.

Candidates who breach the Awarding Body regulations may be disqualified from subject for which they have been entered in the current examination series.

Any internal appeal against malpractice decisions will follow the same procedure as above.

This policy will be reviewed and updated annually in light of any changes made by the Awarding Bodies, Ofqual, JCQ or the centre.