

St Cuthbert's Catholic Community College for Business & Enterprise

Appeals against Internal Assessments in External Qualifications

St Cuthbert's Catholic Community College for Business & Enterprise is committed to ensuring that whenever it's staff assesses the work of candidates for external qualifications this is done fairly, consistently and in accordance with the specification of the qualifications concerned. Staff who have appropriate knowledge, understanding and skills and who have been trained in this activity will conduct assessments. The work of candidates must be produced and will be authenticated according to the requirements of the awarding body. When assessment of a piece of work is divided among several staff, consistency will be maintained by internal moderation and standardisation.

If a candidate feels that these procedures have not been carried out in relation to his or her work he or she should first discuss the matter with the Subject Leader. If the problem cannot be resolved in this way, the candidate may use the formal appeal procedure described below.

The Appeals Procedure

Stage One	Discuss all your concerns with your teacher (see Note 1)
Stage Two	If you remain concerned after Stage One, write to the Assistant Director for Data and Assessment (see Note 2)
Stage Three	The Principal will arrange a College Review (see Note 3)
Stage Four	If you remain concerned after Stage Three you may write to the Principal asking for an Governing Body Appeal (see Note 4).

This concludes the Academic Appeals Procedure

Note 1

Stage One is very important and you are encouraged to talk through any concerns with your teacher. Please also make sure that at this stage you let your teacher know of any personal circumstances that need to be taken into account.

Note 2

Stage Two requires you to write to the Assistant Director for Data and Assessment within 7 days of discussion/review. You should include in your letter.

- Information to help us identify the assessment decision you have concerns about eg course, unit, outcome, teacher.
- Exactly what are your concerns

Send your letter to: St Cuthbert's Catholic Community College for Business & Enterprise, Berrys Lane, St Helens, Merseyside WA9 3HE

Within 5 days the Assistant Director for Data and Assessment will acknowledge your letter and give a copy to the Principal.

Note 3

Stage Three is the Colleges Appeal and the College Principal will arrange, within 10 days, for your teacher to meet with the Internal Moderator and Subject Leader to discuss your concerns and to review the assessment decision. Immediately after the review the Principal will write to you to inform you of the decision.

Note 4

Stage Four is an appeal to the Governing Body. The grounds for appeal are:

- Irregularities in the College Appeal process
- Irregularities in the College procedure for assessing candidate evidence
- The procedures for processing candidate results

Please write to the Principal within 10 days of receiving the College Review decision. State clearly your concerns. Send your letter to Mrs M Gallimore, Principal, St Cuthbert's Catholic Community College for Business & Enterprise, Berrys Lane, Sutton, St Helens, Merseyside, WA9 3HE

The Sub-committee of the Governing Body will not include any members of staff involved in the earlier stages of the Appeal although those staff may attend the meeting. You can also attend and explain your concern directly to the Sub-committee and/or you may submit additional information. You can be accompanied at the meeting by an appropriate person eg Parent/Carer.

Immediately after the meeting the Principal's PA will write informing you of the final decision.