

### **Purpose of the Internal Appeals Procedure**

Each Awarding Body publishes its own arrangements for appeals against its decisions. In addition, an appeal can be made to the Centre and the aim of this procedure is to ensure that provisions are made by NUAST for candidates who wish to appeal against decisions concerning:

- ❖ Internal Assessments for External Qualifications
- ❖ Enquiries About Results (EAR; Re-Marks).

### **Appeal Procedure 1: Internal Assessments for External Qualifications**

- Appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgement themselves; you cannot appeal against the mark or grade only the procedure used
- Parent or guardian must make the appeal in writing to the Centre's Examinations Officer
- Appeal should normally be made by 1<sup>st</sup> May for examinations in the summer. The deadline may be extended in exceptional circumstances in situations where the coursework marking and the moderation schedule extends beyond this time
- The enquiry into the internal process will normally be lead by the Examinations Officer and the Assistant Head, provided that neither has played any part in the original internal assessment process
- The teacher marking the assessment will be able to respond to the appeal in writing
- The enquiry will consider whether the procedures used for the internal assessment where in conformity with the published requirements of the Awarding Body and the Centre's Examinations Policy.
- The appellant will be informed in writing of the outcome of the appeal, including:
  - Relevant communications with the Awarding Body
  - Any steps taken to further protect the interest of the candidates
- If the appellant is dissatisfied with the response in writing, they may ask for a personal hearing

### **Appeal Procedure 2: Enquiries About Results (EAR; Re-Marks)**

- In cases of EARs, where the Centre does not uphold a request for such an enquiry, the candidate may normally have to pay to have the enquiry carried out.
- Where a candidate wishes to challenge the decision not to hold an enquiry or a consequent appeal, a parent or guardian must appeal in writing to the Centre's Examination Officer as soon as applicable
- The Examinations Officer will carry out an internal enquiry into the feasibility of the candidate's request:
  - The Examinations Officer will contact the Head of Department and investigate further the feasibility and grounds for EAR request
  - The Examinations Officer will inform the appellant of the outcome of the appeal as soon as possible via telephone conversation and follow up with a written confirmation
  - If the decision is in favour of the appellant, i.e. the Centre will uphold EAR, the Centre will cover relevant EAR costs and apply for EAR on the candidate's behalf as soon as possible, in order to make the Awarding Body's deadline for making EARs enquiries
  - If the decision is not to uphold EAR, the candidate may still lodge EAR with the Awarding Body via the Centre, upon paying all relevant fees to the Centre