

## **PROCEDURE FOR APPEALS ON INTERNAL ASSESSMENTS/CONTROLLED ASSESSMENT FOR NATIONAL AWARD**

The School is legally obliged to display this procedure and to ensure parents are notified of its contents.

This document outlines the right for candidates to appeal against any impropriety with regard to the procedures employed in internal assessment and Controlled Assessment of material contributing to the award of grades at GCSE and A Level.

Any appeal must come in the form of a written request from the parent to the Headmaster, setting out the grounds for concern.

1. The Headmaster will appoint a panel consisting of a senior Head of Department not involved in the original process, a School Governor as an independent member and himself or the Deputy Headmaster (Academic), acting as Head of Centre.
2. The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and determine whether or not they have been properly followed.
3. The panel's findings will be reported back formally to the parent.
4. Records of request for appeal, of the evidence and deliberations of the panel will be kept by the Headmaster's office.

Further information is available from the Deputy Headmaster (Academic):

[r.simpson@merchanttaylor.com](mailto:r.simpson@merchanttaylor.com)

RAS (November 2011)