

LOUGHBOROUGH HIGH SCHOOL

LHS INTERNAL APPEALS POLICY

This policy applies only to coursework which is marked in school and moderated by the examination board. Normal enquiries after results procedures are available for board-marked coursework.

1. Enquiries about coursework marks should initially be addressed to the teacher responsible for assessing the work.
2. As soon as reasonably practicable, the teacher will provide the student with details of the marks awarded and explain the current status of the piece of work e.g. whether marking/internal moderation is complete.
3. In accordance with normal teaching practice, the teacher will discuss with the student the reasons for the awarding of a particular mark.
4. Additional information about the coursework e.g. comments recorded about it by the teacher, comments from internal moderation, any correspondence with the exam board about the piece of work etc are available to the student in accordance with the LHS data protection policy.
5. If the student is not satisfied that the piece of work has been marked fairly and in accordance with the instructions of the examination board, a formal appeal may be made in accordance with the LHS complaints policy.
6. The deadline for appeals about coursework is seven working days after the student is given their final mark.
7. Any appeal will include a review of procedures used in awarding coursework marks.
8. The examination board will be informed if the findings of any appeal are not likely to be final by the date of the last externally assessed paper in the subject.
9. The examination board will be informed of the outcome of any appeal which has implications for the conduct of exams or the issue of results at the centre.
10. Full details of any appeal will be made available to the examination board on request.
11. A copy of this procedure will be available to all students on the school intranet.
12. This policy will be displayed on the exam notice boards in the Chesterton building and outside the lecture room. It will be listed, with other policies, on the school website and copies will be available to parents on request.