

EXAMINATION POLICY
INTERNAL APPEALS PROCEDURE

Policy on Internal Assessments for Qualifications with English Awarding Bodies

In accordance with the Code of Practice for the conduct of external qualifications produced by the QCA, The Hastings Academy is committed to ensuring that:

- Staff that have the appropriate knowledge, understanding and skills conducts internal assessments
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant Specifications for each subject.
- The consistency of internal assessment is assured through the internal standardization as set out by the Awarding Bodies.

Staff responsible for internal standardisation and/or assessment attend any compulsory training sessions.

Statement for Pupils:

'If at any stage during your exam courses you have concerns about procedures used in assessing your internally marked work for public exams (e.g. coursework / portfolio / projects) you should see the Examinations Officer, Mr Wilson, as soon as possible.'