



## What if I remain unhappy with the outcome of the internal assessment appeals process?

Pupils undertaking SQA Qualifications cannot appeal to the SQA against internal assessment results but can submit a complaint to SQA if they feel the school does not handle the appeal correctly. The SQA can also deal with complaints about SQA assessments in the broadest sense, including the conduct of and environment for assessment – but only if the pupil has already exhausted the centre’s complaints procedure.

## What does the school do to ensure the accuracy and validity of assessment judgements?

It is important that we consistently make the right judgments in relation to a pupil’s assessments. There are three approaches that we commonly use to help ensure we get it right for you.

- Cross Marking
- Internal Verification
- External Verification

### Cross Marking

Cross marking is where a sample of assessment evidence is also marked by another assessor. The two sets of marks are then compared to ensure they are in agreement.

### Internal Verification

Internal verification is where another assessor looks at the judgments made about your assessment evidence to check that the judgments made have been correct. Cross marking and internal verification sometimes happen simultaneously.

### External Verification

External verification is like internal verification but someone from outside the school checks that we have made sound assessment judgements. The SQA for example routinely externally verify SQA qualifications.

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## Internal Assessment Appeals Process

We want to be The Very Best Teachers  
and The Very Best Learners

Occasionally pupils may not agree with the judgments we make in relation to assessments.

This guide outlines the process for pupils to appeal assessment judgements in internal school assessments or internally assessed elements of SQA qualifications.

# Internal Assessment Appeals Process

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## Our Assessment Appeals Process has 3 stages

### **Stage 1 - Informal**

The appeals process begins with the pupil raising their concerns with their teacher (assessor).

*We will aim to respond to this stage within one working week.*

### **Stage 2 - Informal**

If the matter is not resolved with the teacher (assessor), the student is expected to communicate this to their teacher or Principal Teacher of Guidance (PTG). The teacher will then seek advice from the Internal Verifier for the topic, unit or course assessment who will make a judgement on the validity of the result awarded. The teacher or PTG will share this with the pupil.

*We will aim to respond to this stage within two working weeks*

### **Stage 3 – Formal**

If the matter is not resolved through the informal stages, a formal appeal should be submitted in writing to the relevant Principal Teacher (Faculty). They will investigate the matter, discuss their findings with the SQA Coordinator/DHT Learning and Teaching and respond to the pupil in writing.

Where Stage 3 involves SQA internal assessments, we may, where necessary convene an Appeals Panel, comprised of staff who have no previous involvement with the appeal in question

*We will aim to respond to this stage within 3 working weeks.*

### **How long do I have to lodge an appeal?**

Appeals should be lodged within two school weeks of receiving your assessment results or within one month of the assessment in question. Out with this timescale consideration of appeals is at the discretion of the schools SQA coordinator.

### **Who will support me with my appeal?**

All our pupils must be made aware of the appeals procedure when raising concerns at Stage 1. This would normally be by being provided with a copy of this brief guide.

At all stages pupils may approach their Principal Teacher of Guidance for support in submitting and providing evidence for their appeal, (if required).