



Appeals policy — internally assessed SQA course components and units

Bishopbriggs Academy is committed to ensuring that whenever its staff assess candidates' work, this is done fairly, reliably and in accordance with SQA's course specification and marking instructions.

Candidates' work will be assessed by staff who have the appropriate knowledge, understanding and skills. The school is committed to ensuring that assessments take place in appropriate assessment conditions and are authenticated in line with the requirements of SQA. Internal verification will be carried out to ensure that assessments are valid and reliable.

For candidates who have not achieved their desired result, the Principal Teacher will discuss the options that are available to them (eg re-assessment or alternative unit/level options). For assessments where only a single assessment attempt is permitted within an academic session (such as National Qualifications internally assessed course assessments), no re-assessment attempts are possible.

Bishopbriggs Academy will:

1. Ensure that candidates are informed of their internally assessed marks/grades/pass/fail results. Candidates will not be informed until all internal verification processes are complete.
2. Inform candidates that the result is provisional if their work is subject to external verification by SQA. In such cases, candidates should be informed of their final results after external verification.
3. Provide deadlines for candidates to request an appeal (five working days from the date they receive their results) of their assessment. Requests will not be accepted after this deadline.
4. Inform candidates of the process by which they can appeal, eg:
 - a. Informal appeals
Candidates should raise concerns informally with the assessor in the first instance, who will discuss the outcome with the candidate. Most concerns can be addressed at this stage. The advice of an internal verifier/another assessor may be sought. The candidate may wish to escalate to a formal appeal after this stage.
 - b. Formal appeals
A formal appeal should be submitted in writing to the SQA coordinator. This must state the grounds for the appeal, for example:
 1. The candidate believes that they have been assessed severely.
 2. The candidate believes that the assessment was not conducted fairly.
5. Allow sufficient time for the appeal to be carried out, to make any necessary changes to marks, and to inform the candidate of the outcome, all before the SQA deadline.



6. Ensure that the appeal is conducted by a member of staff who has the appropriate competence, no previous involvement in the assessment of that candidate for the component in question, and no personal interest in the outcome of the review.
7. Instruct the staff member conducting the appeal to ensure that the candidate's assessment was validly and reliably assessed.
8. Inform the candidate, in writing, of the outcome of the review of the centre's marking.
9. Ensure that the outcome of the appeal will be made known to the head of centre and a written record of the appeal will be retained by the centre for a period of one year

SQA external verification processes [see '2' above] may result in a change to marks or grades, either upwards or downwards, even after an internal assessment appeal. External verification is the process that SQA use to ensure that internal assessment within centres is conducted validly and reliably, in line with their published standards.