

BURUNDI ENGLISH SCHOOL INTERNAL APPEALS

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Appeals against internal assessment decisions

Procedure

1. Ongoing assessment

Appeals against internal ongoing assessment decisions concern the following types of assessment:

- Home assignments
- Class projects
- Regular tests /quizzes (written or spoken)
- practical works

In case of a student's appeal against an internal on-going assessment decision, the following procedures are applied:

• Stage one: Informal appeal

The student raises his concern to the teacher and the teacher addresses it at that level.

• Stage two: Formal appeal

In case the student is not satisfied with the teacher's decision review, the students have right to take his concern to the Academic Director who on his tern can solve the raised concern or delegate another teacher /team to deal with the issue and give a written or oral final decision within 2 days.

Note: All appeals against ongoing assessment decisions should be raised before exam period.

2. Internal exams

After the exam period, marking , compilation of trimestral results and Report Cards writing take a one week period (working week) before the official results release.

However:

- On the first two days of the working week, the students are shown their marked exam copies so they can claim.
- Mark schemes are provided.
- Each claim case is directly addressed to the teacher of the subject.
- The claim can be about:
 - miscalculated total marks.

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- (an) uncorrected question(s).
- Teacher's error of miskilling a/some close questions.
- Appeal against a teacher's marking decision on (an) open question(s).

In case of persistent disagreement between the student and the teacher on a teacher's marking decision on any question(s) the following procedure is applied:

1. The case is taken to the Academic Director who collects:
 - The student's marked exam copy.
 - The exam questionnaire.
 - The exam mark scheme.
 - A written synthesis of the student's claim by means of filling in the Appeals against internal assessment decisions form (see appendix)
2. The academic director does a consultation with:
 - The teacher
 - A minimum of two teachers teaching a similar subject or having the same academic qualification as the subject's teacher
 - when the team judges the student's presence indispensable, he is called as well to clarify further his claim verbally.
3. The Academic Director makes a final decision.
4. The final decision will be written on the appeal against internal assessment decision form.

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Appeal against internal assessment decisions form

1. Student's identification

- Student's name.....
- Grade

2. Information about the claim made (for the student)

Subject				What is the claim about
Subject's teacher				
Date of the appeal				
Type of Exam and dates	Oral			
	Written			
	Practical			
	Project			

3. Deliberation (for the designated team)

Date of deliberation.....

Decision made

-Student's appeal approved

-Student's appeal rejected

-Another question/assessment will be given to the student

Other (precise below)

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4. Members of the team:

signatures

1. Head of the team
2.
3.
4.