

St Augustine's RC High School



Internal Assessment Appeals Policy & Procedures

This policy is due for review in November 2018

INTERNAL ASSESSMENT APPEALS POLICY AND PROCEDURE

St. Augustine's RC High School

1. Appeals against internal assessment decisions (centre assessed marks)

This procedure confirms St Augustine's compliance with JCQ's *General Regulations for Approved Centres 2017-2018*, section 5.8 that the centre has in place "a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates" and that the centre "must inform candidates of their centre assessed marks as a candidate is allowed to request a review of the centre's marking before marks are submitted to the awarding body."

Certain components of GCSE qualifications (GCSE controlled assessments and GCSE non-examination assessments) that contribute to the final grade of the qualification are internally assessed (marked) by the subject teacher. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

St Augustine's is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

St Augustine's ensures that all centre staff follow a robust *Non-examination assessment policy* (for the management of GCE and GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments, including the marking and quality assurance processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. St Augustine's is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of this appeals procedure to consider whether to request a review of the centre's marking.

1. St Augustine's will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. St Augustine's will inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment.
3. St Augustine's will, having received a request for copies of materials, promptly make them available to the candidate within 7 calendar days.
4. St Augustine's will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing within 7 calendar days of receiving copies of the requested materials.

6. St Augustine's will allow 7 calendar days for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. St Augustine's will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. St Augustine's will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of St Augustine's and is not covered by this procedure.

If a student has a concern with the process of internal assessment in relation to his or her work, he or she may submit a complaint for consideration by the Examinations Appeal Committee. Note that an appeal may only be made against the process that led to the assessment and not against the mark or grade.

The existence of this procedure is made known to students by the Examinations Officer who will ensure that it is updated annually and a copy will be placed on the school website.

It is expected that a formal appeal will only be made when the normal avenues for discussion between candidates/carers/teachers and the Head of centre have failed to resolve the matter. This procedure will be the final stage in the normal process of considering and resolving disputes and it is expected that it will only be used in exceptional circumstances.

The parent or guardian must make the appeal in writing to the School's Examinations Officer at least two weeks before the date of the last externally assessed paper of the series.

The enquiry into the internal process will normally be led by the Examinations Officer. The Exam Officer will co-opt two other members to form an Appeals Committee; these will normally be a school governor and a member of the School Leadership Team, provided that they have not played a part in the original assessment process. In this case a suitable replacement will be found.

The Examination officer shall be responsible for convening the Committee, arranging for administrative assistance and for the distribution of the Committee's decisions. The Examination Officer shall be responsible for disseminating information about these procedures as well as advising the Headteacher of the existence and outcome of any appeal.

There will be an opportunity for the teacher(s) concerned in making the assessment, which is the subject of the appeal, to see a copy of the appeal and to respond to this in writing, with a copy sent to the candidate.

The appeals procedure will allow the candidate bringing the appeal to have an opportunity to have a personal hearing if they are not happy with the written response they have received. A candidate will be given reasonable notice of the hearing date; they should have sight of all relevant documents (e.g. the marks given, the assessments made) to the case in advance of the hearing. Where a candidate is a pupil in school, they should be accompanied by a parent / carer. The teacher(s) and

candidate/ parents will have the opportunity to hear each other's submission to the panel at the hearing.

The Committee will decide whether the process used for the internal assessment conformed to the requirements of the Awarding Body and the examinations code of practice of the QCA. This will be done before the end of the series. (Currently the end of June for the summer series).

The centre will maintain a written record of all appeals. This record will include the outcome of an appeal and reasons for that outcome. The Candidate will be informed in writing of the outcome of the appeal, including any correspondence with the Awarding Body, any changes made to the assessment of the relevant internally assessed work, and any changes made to the internal assessment procedure in the relevant subject. The outcome of the appeal will be made known to the Headteacher.

The Exam Officer will inform the Awarding Body if there is any change to an internally assessed mark as a result of an appeal. Any internal dispute or appeal against an internal assessment decision must be resolved speedily, since Awarding Bodies' cannot change the dates on which certificates are printed and issued.

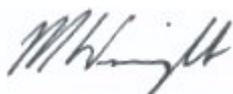
For the BCS ECDL Qualification

Learners who are unhappy with any aspect of the assessment and award process should first discuss the problem with their Centre Representative or the Centre Manager. The reasons for dissatisfaction must be made clear by Learner at this time.

The Centre will keep a record of such discussion together with date and outcome.

If a Learner is not able to resolve an appeal at the approved centre then he/she has the right to appeal to BCS. This may be done via the Centre Manager or direct to the BCS Quality Assurance Team in writing. Learner appeals must be made to BCS as per the BCS Learner Appeals Policy within 20 days of the assessment.

During any stage of the Appeals Procedure the Learner is entitled to be represented or accompanied, should they wish.



Head of Centre

November 2017



Exams Officer

November 2017

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