



St Augustine's RC High School



Internal Assessment & Review of Marking Appeals Procedures 2017/18

This policy is due for review in July 2019

<p style="text-align: center;">INTERNAL ASSESSMENT APPEALS POLICY AND PROCEDURE St. Augustine's RC High School</p>
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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.

- a. 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.
- b. 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.
- c. St Augustine's will, having received a request for copies of materials, promptly make them available to the candidate within 3 school days.
- d. St Augustine's will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- e. Requests for reviews of marking **must** be made in writing within 5 school days of receiving copies of the requested materials.

- f. St Augustine's will allow 10 school 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.
- g. 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.
- h. St Augustine's will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- i. The candidate will be informed in writing of the outcome of the review of the centre's marking.
- j. 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.

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.

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.

2. Appeals against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal.

This procedure confirms St Augustine's compliance with JCQ's *General Regulations for Approved Centres 2018-19, section 5.14* that the centre has in place "a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal..."

Following the issue of results, awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service, relevant forms and fees charged are provided by the exams officer who will be available immediately after the publication of results and the following weeks. Senior members of staff will be available immediately after the publication of results to advise candidates.

If the centre or a candidate (or a parent/carer) has a concern and believes there are reasonable grounds that the mark scheme has not been applied correctly, the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of requesting an enquiry at the centre's expense.

When St Augustine's does not uphold a request from a candidate, the candidate may pay the appropriate fee and a request will be made to the awarding body on the candidate's behalf.

Enquiries about Results (EARs) offer 3 services:

- **Service 1 – clerical re-check**
- **Service 2 – review of marking**
- **Service 3 – review of moderation (this service is not available to an individual candidate).**

Written candidate consent and payment is required in all cases before the request for an EAR service 1 or 2 is submitted to the awarding body as with these services candidates' marks and subject grades may be lowered. Candidate consent can only be collected after the publication of results.

If the candidate (or a parent/carer) believes these are grounds to appeal against the centre's decision not to support an enquiry, an internal appeal can be submitted to the centre in writing at least 5 school days prior to the internal deadline for submitting an EAR.

The appellant will be informed of the outcome of the appeal before the internal deadline for submitting an EAR.

Following the EAR outcome, an external appeals process is available if the head of centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications *Post-Results Services* and *JCQ Appeals Booklet* will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the head of centre is satisfied after receiving the EAR outcome, but the candidate (or parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further appeal may be made to the head of centre. Following this, the head of centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the *JCQ Appeals Booklet*. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

A written request should be made to school within 10 school days of the notification of the outcome of the EAR. Subject to the head of centre's decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required 30 calendar days of receiving the outcome of the enquiry about results process. Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.



Head of Centre

July 2018



Exams Officer

July 2018

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