

Exams – Internal Appeals Policy

(including Reviews of Marking for Controlled Assessment, Coursework, Non-Examination Assessment and Endorsements for A Level Science Practical Skills and GCSE English Spoken Language)

1. Introduction

- I. This internal appeals procedure relates exclusively to assessments carried out by the school. The school is committed to ensuring that, whenever its staff assesses students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned.
- II. If students believe that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.
- III. Bede's School is committed to ensuring that:
 - a) Assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
 - b) Assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification;
 - c) The consistency of the assessment is secured through internal standardisation as necessary;
 - d) All staff responsible for internal standardisation attend any compulsory training sessions.

2. Written Appeals Procedure

- I. A written appeal can be made to the school if students have concerns regarding assessments carried out by the school, as follows:
 - a) Appealing against the procedures used in arriving assessment decisions. If the appeal relates to the marks awarded, please see Review of Marking section.
 - b) The student, parent or guardian must make the appeal in writing to the school's Examinations Officer: appeals should normally be made by 23rd April for examinations in the summer series. This deadline may be extended in exceptional circumstances in situations where the assessment marking and moderation schedule extends beyond this time.
- II. The following information should be included in the appeal:
 - a) The specific nature of the complaint including: subject, awarding body, nature of the assessment, relevant dates;
 - b) Details of any less formal attempts made to resolve matters – including dates, names of any staff who were involved, and outcomes.
- III. The enquiry into the internal process will normally be led by the Examinations Officer and the Deputy Head (Academic), provided that neither has played any part in the original assessment process.
- IV. The teacher making the assessment will be able to respond to the appeal in writing, and a copy will be sent to the appellant.

- V. The enquiry will consider whether the procedures used for the assessment was in compliance with the published requirements of the relevant Awarding Body and the Joint Council for Qualifications Code of Practice.
- VI. The appellant will be informed in writing of the outcome of the appeal, including:
 - a) Relevant communications with the awarding body concerned.
 - b) Any steps taken to further protect the interests of the candidate.
- VII. If the appellant is unhappy about the response in writing, he/she can ask for a personal hearing, where the panel will consist of two persons not previously involved, normally the Headmaster and a member of the school's Governing body.
- VIII. The school will inform the relevant awarding body of any change of mark to internally assessed work that results from an appeal via the Examinations Officer.

Note: Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgement on marks awarded is that of the awarding body. Appeals against matters outside the school's control will not be considered in the school's appeals procedure.

3. Monitoring Arrangements

- I. The Examinations Officer, will submit an annual summary report to the Senior Management Team on any appeals against internal assessment that have been made.

4. Reviews of Marking – Centre Assessed Marks for GCSE Controlled Assessments, GCE Coursework, GCE and GCSE Non-Examination Assessments

- I. Bede'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.
- II. Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Bede'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.
 - a) Bede'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) Bede's will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
 - c) Bede's will, having received a request for copies of materials, promptly make them available to the candidate.
 - d) Bede'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 by 23rd April. This deadline may be extended in exceptional circumstances in situations where the assessment marking and moderation schedule extends beyond this time.
 - f) Bede's will allow sufficient time 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) Bede'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) Bede'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.
- III. 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 the school and is not covered by this procedure.

5. Enquiries about Results Policy

- I. In cases of post-results enquiries, where the School does not uphold a request for such an enquiry, should the student, parent or guardian wish to challenge that decision a similar procedure to that described above will be carried out.

6. Responsibilities

- I. This policy will be implemented by the Deputy Head: Academic, Examinations Officer and other academic staff as appropriate.

Owned by:	Examinations Officer / Academic Deputy Head
Authorised by:	SMT
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