

## **Princes Risborough School**

### **Internal Appeals Procedure for External Qualifications**

Policy on Appeals is in three parts:

- 1. Policy on Internal Assessments for External Qualifications**
- 2. Policy on Internal Assessments for External Qualifications (Reviews of Marking)**
- 3. Policy on External Assessments for External Qualifications (Enquiries about Results)**

#### **1. Policy on Internal Assessments for External Qualifications**

**Princes Risborough School** is committed to ensuring that:

- Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skills and who have been trained in this area.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned.
- The consistency of internal assessment will be maintained by internal moderation and standardisation.
- All student work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.

#### **Note to students**

- A. If a student has any concerns about the procedures used in assessing their internally assessed work for public exams, ie. controlled assessment/coursework/portfolios/non examination assessments, she/he should discuss the matter with the Head of Subject immediately. Following that, if the matter remains unresolved, the formal written appeals procedure may be used by the student concerned.
- B. The regulations for GCSE, GCE, BTEC, Entry Level and Project Qualification Coursework Assignments and GCSE Controlled Assessments state that:
  - “The work you submit for assessment must be your own”
  - “You must not copy from someone else or allow another candidate to copy from you”
  - “If you copy the words or ideas of others and don’t show your sources in references and a bibliography, this will be considered as cheating or malpractice”

Teachers have the right to reject a student's work on the grounds of malpractice if any of the above regulations are broken.

The student, parent or guardian of a student has the right to appeal against any decisions to reject a candidate's internally assessed work on the grounds of malpractice.

### **Written Appeals Procedure**

The student, parent or guardian of a student wishing to appeal against the procedures used in internal assessment should write to the Examinations Officer as soon as the matter arises. The deadline for the receipt of appeal applications to reach the school is ten days prior to the start of the written examination series. Internal appeals will be considered, and resolved, and by the date of the last externally assessed paper of the series [eg by the end of June for the Summer series].

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer, a member of the Senior Management Team and a Head of Department not involved in the internal assessment decision. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirement of the Awarding Body Code of Practice.

The outcome of the appeal will be reported in writing to the student, parent or guardian [including relevant correspondence with the Awarding Body] before public exam results day for the award.

A written record of the appeal and the outcome will be kept on file at the centre and the Awarding Body will be informed of any amendments.

### **2. Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments)**

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

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. We will ensure 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.

The school will:

1. 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. 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.
3. Having received a request for copies of materials, promptly make them available to the candidate.
4. 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 one week of the candidate receiving their centre assessed marks.
6. 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.
7. 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. 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 Princes Risborough School and is not covered by this procedure.

### **3. Policy on External Assessments for External Qualifications**

#### **[Enquiries about Results - EARs]**

Any student who wants to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure:

- I. Contact the Examinations Officer **and** the subject teacher as soon as possible [but at least **5 working days before the published deadline for EARs**] in person to discuss the mark/grade. The Examinations Officer will advise on the options available to query the mark/grade and the costs involved.
- II. Students should be aware that EARs can result in marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Officer.
- III. The subject teacher will review the student's marks/grades and discuss with the Head of Department to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student's predicted grades.

Then, if the Head of Department agrees to the request, the students consent form, should be handed to the Examinations Officer **before the published deadline for EARs**. The cost of the enquiry will be met by the student. If the EAR is successful, the fee will be refunded.

- IV. Outcomes following EARs will be forwarded by the Examinations Officer to the student as soon as they have been received from the Awarding Bodies.

#### **If the school does not agree to support the EAR then the following will apply:**

The student may appeal against the decision not to support an EAR.

Appeals should be made to the Examinations Officer, at least 5 working days before the published deadline for EARs.

The appeal should state in detail the reasons for the appeal. This appeal should be signed and dated and include the daytime telephone number of the student or the parent/guardian.

The appeal information will be reviewed by the Examinations Officer and a member of the Senior Management Team. The outcome of the appeal will be communicated by telephone or email within 24 hours of receipt. This decision is final.

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