

Governing Body Document Monitoring

Date of Review	Reason for Review	Responsibility	Model or School Specific	Date Ratified	CoC Initials	Name of Committee	Date of next scheduled review
Nov 2015	Scheduled 3 year review	Headteacher	Model with specifics	12.11.15	MS	T & L	Nov 2018

INTERNAL AND EXTERNAL APPEALS AGAINST CONTROLLED ASSESSMENT OR COURSEWORK MARKING

All GCSE, GCE, BTEC and National courses will include some elements of work which will be assessed through coursework or one or more controlled assessments. These units of work may be assessed in two ways:

INTERNALLY - by the subject teacher and department, ie centre assessed work. Work will be marked by a course teacher or another member of the departmental staff. When two or more members of staff mark work for the same assessment, it must be standardised. Once this has been completed, a sample of the marked work will be sent to an external moderator appointed by the awarding body who will check the quality of the marking procedures. At this point the moderator can amend the original centre marking if necessary. It should be noted that marks may be adjusted up as well as down.

EXTERNALLY - by an awarding body appointed moderator. In this case the subject teacher will play no part in assessing the work.

It is important to understand the marking criteria and procedures used for each controlled assessment or coursework unit should it be decided to appeal against the way in which work has been assessed.

INTERNAL POLICY FOR MODERATION OF CENTRE ASSESSED WORK.

Subject teachers will provide students with details of all internally set dates on which controlled assessments are to be taken or by which coursework units have to be completed. Students should be aware that failure to attend a controlled assessment or complete a piece of coursework by the deadline will result in no marks being awarded. Whenever possible, any student missing an assessment should see the subject teacher as soon as possible to arrange an alternative time to complete the work.

NB it may not always be possible to arrange this for those controlled assessments which are set with a high degree of control.

Subject teachers will ensure that all controlled assessments or coursework units which are marked by centre staff are subject to internal moderation. Subject teachers must have agreed the marking procedures with colleagues and discussed all marked work to ensure consistent marking standards have been applied to all students taking the assessment regardless of which member of staff marks the work. This may involve a sample of each teacher's work being remarked by a colleague.

Once marking has been completed the awarding body will ask the centre to send all or a sample of the marked work for further moderation. In this way a students' work may be assessed three times to ensure all marking is accurate, fair and consistent.

Internal departmental moderation will take place on agreed moderation days.

Marks will be issued to students once moderation has taken place. This is the first possible time when a student can make a formal appeal against the method of marking of their work. This is Stage One. An appeal can only be made at this time on the basis that when marks are released, the student is aware that they remain subject to external moderation and therefore, may be raised or lowered as a result of the appeal.

EXTERNALLY ASSESSED UNITS

Final marks will be made known on results day. This is Stage Two.

There are two occasions when students can raise concerns which may or may not result in an appeal, at Stage One and Stage Two above. At Stage One students should follow procedure A, given overleaf, and at Stage Two, the concern will be treated as an *Enquiry About Results* and follow procedure B.

Students may also wish to raise an *Enquiry about Results* for any mark awarded following the release of results on results day. Procedure B should be followed in these cases. It is advisable to discuss the matter with the Head of Subject before requesting an *Enquiry about Results*.

Any queries or questions should be discussed with the Exams Officer, any of the teaching staff or a member of the Senior Leadership team should you require any further information or clarification of these procedures.

INTERNAL APPEALS PROCEDURE

- a) All candidates will be informed that this appeals procedure relating to internal assessment decisions exists. Copies of this procedure will be issued to all Heads of Departments.
- b) The Examinations Officer will manage internal appeals.
- c) Students wishing to appeal against the mark of an internally assessed module, having exhausted normal routes through their subject teacher and Head of department, must put the application in writing to the Examinations Officer before the start of the timetabled externally assessed examinations. The application must detail the reason for the appeal.
- d) The appeal panel will consist of at least three people, at least one of whom has not been involved in the internal assessment decision.
- e) Should the student be required to present their case to the Panel they are allowed to be supported in the presentation by a parent/ guardian/friend.

- f) A written record of appeals will be maintained. This will include the outcome and the reasons for that outcome. A copy will be sent to the candidate.
- g) Students will be able to gain access to the following by approaching their Subject Teacher:
- the marks awarded for the internal assessment
 - all comments recorded by the centre relating to their internally assessed work
 - any correspondence between the centre and the awarding body relating to their internally assessed work
 - information available at the time of the appeal, as to whether their work was sampled by the awarding body
 - the moderation mark given by the awarding body if known
 - relevant awarding body procedures for the conduct of internal assessments.
- h) Appeals should include a review of the procedures used by the centre to award marks for internal assessments and should consider whether those procedures were in conformity with the published requirements of the awarding body and Code of Practice.
- i) All internal appeals should have been considered and resolved by the date of the last externally assessed paper of the series. Any difficulties in meeting this deadline should be raised with the awarding body.
- j) The centre must inform the awarding body of any outcome of an appeal that has implications for the issue of results at the centre.
- k) An appropriate charge may be made towards administration costs.
- l) Full details of any appeal must be made available to the awarding body on request.