



# Winterton Community Academy

## Internal Appeals Policy for External Qualifications

---

Winterton Community Academy Policy is in two parts:

1. Policy on Internal Assessments for External Qualifications
2. Policy on External Assessments for External Qualifications (Enquiries about results)

### **POLICY ON INTERNAL ASSESSMENTS FOR EXTERNAL QUALIFICATIONS**

Winterton Community Academy is committed to ensuring that:

- Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skill. They will have been trained in this area.
- Assessment evidence provided by the 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 internal assessed work for public exams i.e. controlled assessment/coursework/portfolios, he/she should discuss the matter with the Subject Leader immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used by the student concerned.

B. The regulations for GCSE Entry level and GCSE controlled Assessments state that:

- “The work you submit for the 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 carer of a student has the right to appeal against any decisions to reject to a candidate’s internally assessed work on grounds of malpractice.

## **WRITTEN APPEALS PROCEDURE**

The student, parent or carer of a student wishing to appeal against the procedure 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, by the date of the last externally assessed paper of the series (e.g. by the end of June for the summer series).

On a receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer and Subject Leader not involved in the internal assessment decision. This enquiry will consider whether the procedure used in the internal assessment conformed to the published requirement of the Awarding Body and the JCQ Codes of Practice.

The outcome of the appeal will be reported in writing to the student, parent or carer (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.

**(See Appendix A)**

## **POLICY ON EXTERNAL ASSESSMENTS FOR EXTERNAL QUALIFICATIONS (Enquiries about Results – EARs)**

### **Initiated by the School**

Only under exceptional circumstances will the school initiate an EAR on behalf of the student.

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 with the examination results.

The school will meet the cost.

### **Initiated by the Student**

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

1. Contact the Examinations Officer as soon as possible (but at least **FIVE 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.

2. Students should be aware that EARs can result in the 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 with the examination results.

3. The subject teacher will review the student's marks/grades and discuss with the Subject Leader to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student's predicted grades.

The Head of Department will make a request, together with the students consent form to the Examinations Officer **before the published deadline for EARs**. The cost of the enquiry will be met by the parent/guardian. If the EAR is successful the fee will be refunded.

**NO** EARs will be made until fees are paid.

Requests must be made in person to the Examinations Officer **before the published deadline for EARs**. If the enquiry is successful the fee will be refunded to the student.

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

*Updated October 2018*

## Appendix A

### Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and Project qualifications)

Winterton Community Academy 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.

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

1. Winterton Community Academy 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. Winterton Community Academy 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.
3. Winterton Community Academy will, having received a request for copies of materials, promptly make them available to the candidate.
4. Winterton Community Academy will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Winterton Community Academy will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
6. Winterton Community Academy 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.
7. Winterton Community Academy 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. Winterton Community Academy will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Winterton Community Academy will inform the candidate 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. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.