

# Internal assessment appeals policy

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## 1 Introduction

Certain GCSE, GCE and other qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) and internally standardised. The marks awarded (the internal assessment decisions) which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation.

The moderation process carried out by the awarding body may result in a mark/grade 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 in line with national standards. The **mark submitted** to the awarding body is **subject to change** and should therefore be considered **provisional**.

## 2 Procedure

This procedure confirms Caroline Chisholm School's compliance with JCQ's Regulations that the centre will have in place and be available for inspection purposes. There is a written internal appeals procedure relating to internal assessment decisions that ensure that details of the procedure are communicated to all candidates before submitting marks to the awarding body. The process will inform candidates of their centre assessed mark and allow any candidate to request a review of the centre's marking (appeal).

Caroline Chisholm School 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.

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/internal standardisation 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.

Caroline Chisholm School 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 marking standards to his/her marking, then he/she may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

Caroline Chisholm School 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
- Inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark, as a review can only be in relation to how the published assessment criteria has not been applied.

- Inform candidates that they may request a copy of their marked assessment for the appeal.
- Inform candidates that appeal requests must be made in writing by completing the Internal Assessments appeal form, within 3 days of receiving internally assessed marks. At least 2 weeks before the exam board submission deadline. Late requests for appeal will be declined.
- 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.
- Ensure that the review of marking is conducted by the faculty leader/senior leader
- Inform the candidate in writing of the outcome of the review of the centre's marking
- The outcome of the review of the centre's marking will be made known to the head of centre/ senior leader who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body.
- A written record of the review will be kept and made available to the awarding body upon request.

### 3 Appendix I

#### Internal assessment appeals form

Candidate Name		Candidate Number	
Awarding body		Exam paper code	
Qualification type		Exam paper title	
Subject			

Please state the grounds for your appeal below: (Give details of how the published assessment criteria have not been applied)

If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Candidate Signature:

Date:

This form must be completed & returned to the Examinations Manager within 3 days of the notification of your mark