



Policy on Internal Appeals

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

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Context and Purpose

The purposes of this internal appeals policy are:

- to ensure a right of appeal by candidates against marks awarded via internal assessment, coursework and controlled assessment.
- to ensure the operation of an efficient appeals system with clear guidelines for all relevant staff and students.

It is the responsibility of everyone involved in the centre's exam processes, including candidates, to read and understand this policy.

This policy deals with appeals arising from the internal marking of candidates' work only; appeals arising as a result of post-examination EARS, issues of malpractice and curriculum appeals are dealt with by separate policies. The internal appeals policy will be reviewed annually by the Examinations Manager, in accordance with JCQ regulations.

Longsands and Ernulf Academies are committed to ensuring that whenever our teachers mark candidates' work this is done fairly, consistently and in accordance with the awarding body specifications 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. The St Neots Learning Partnership is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding bodies. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

Roles and Responsibilities

Headteachers

As Heads of Centre, the Headteachers have final responsibility for the conduct of examinations processes at each Academy. On a day to day basis, this responsibility is delegated to the Examinations Manager at Longsands and the Examinations Officer at Ernulf.

Examinations Manager

The Examinations Manager is responsible for the strategic oversight of the examinations process across the Partnership.

The Examinations Manager is responsible for

- dealing with internal and external appeals processes in the first instance, escalating these to the Head of Centre as necessary;

- keeping the Head of Centre and appropriate members of SLT informed of the progress of an appeal;
- liaising with Heads of subject, parents and students to resolve issues relating to internal appeals, escalating these to the Head of Centre if a resolution is not achieved;
- implementing the JCQ Appeals process
- liaising with the awarding bodies as necessary to resolve issues with external agencies.

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Subject Teachers and Subject Leaders

All coursework, controlled assessments, practical, NEA and portfolio work should be completed by candidates in accordance with the regulations and procedures set out in the specification concerned and with regard to JCQ and awarding bodies' regulations with respect to drafting, the level of supervision required and the time allowances specified. This is covered by the JCQ controlled assessments and coursework policy sent out to each subject leader in September of each year.

Subject Leaders are responsible for ensuring that all candidates are made aware, at the planning stage, of the criteria for marking each unit of work. Subject teachers should monitor progress and intervene if necessary to prevent instances of plagiarism and to ensure the candidate knows what is required.

On completion of the work, the candidate must sign the declaration of authentication to confirm that the work is their own and that all references to external material have been correctly acknowledged. The work should then be moderated according to agreed criteria, following departmental policies and having regard to JCQ and other exam bodies' requirements. This should be a rigorous process, completed before any marks are given to the Examinations Manager/Officer for processing. It is at this stage that anomalies in marking or incidences of plagiarism should be addressed (involving the Examinations Manager if appropriate).

Candidates must be informed of their centre-assessed marks as raw scores but should not at this stage be given actual grades as the final grade boundaries will be set by the awarding bodies and may vary from those in use in previous years.

Candidates must be informed 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 before marks are submitted to the awarding body; having received a request for copies of materials, we will make them available to the candidate promptly in order to allow them to review copies of materials and reach a decision.

We 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** to the Examinations Manager.

We 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. As awarding bodies' deadlines vary, this date is to be determined by the Examinations Manager in consultation with subject leaders.

We 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. In practice, this will mean that the subject leader at the partner academy may be called upon to perform this action.

The reviewer will be expected to ensure that the candidate's mark is consistent with the standard set by the centre.

The candidate will be informed of the outcome of the review in writing. The outcome of the appeal 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 outcome of this review should be considered as final.

N.B. 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 in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional