

Parkstone Grammar School



EXAMINATIONS – INTERNAL APPEALS POLICY

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EXAMINATIONS – INTERNAL APPEALS POLICY

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1. Safeguarding

Parkstone Grammar School is committed to ensuring that all students are supported appropriately when they raise a justified concern.

2. Equal Opportunities

Parkstone Grammar School is committed to treating all staff and students with respect, taking into account issues recognised by the Equality Act.

3. Aims of the Policy

Parkstone Grammar School is committed to ensuring that whenever its staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Internal assessments refer to any assessments other than an examination, set by an awarding body, which count towards an external qualification and include coursework, controlled assessment, non-examination assessments and any other assessment for which the awarding body publishes criteria for sitting, marking or assessing. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to her work, she may make use of this appeals procedure.

4. Procedure for Controlled Assessment/Coursework/Non-Examination Assessment Work

- a. The Examinations Administrator will inform candidates and their parents/carers in writing that they are entitled to request a review of marking if they feel that their internally assessed work was not marked in accordance with the guidance and mark schemes provided by the appropriate awarding body. The Examinations Administrator will also 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, and provide them promptly. Candidates, parents/carers will then be allowed sufficient time in order to allow them to review the materials and make a decision.
- b. The Head of Department/Teacher will ensure that candidates are informed of their centre-assessed marks, after any appropriate internal moderation, so that they may request a review of the centre's marking before marks are submitted to the awarding body. **This means that marking and moderation must be completed with sufficient time for an appeal to occur before the deadline for submission to the awarding body.**
- c. Students should initially raise any concerns about their internally assessed work with the Examinations Administrator who will consult with the Headteacher. If the concern is still not resolved to the satisfaction of the candidate, a request can be made in writing by the student's parent/carer, for the matter to move to formal appeal.
- d. Appeals should be made as early as possible, before the relevant deadlines and marks are submitted to the awarding body



- e. Appeals should be made in writing by the candidate's parent/carer to the Examinations Administrator who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. If the Examinations Administrator is not able to conduct the investigation for some reason, the Headteacher will appoint another member of staff of similar or greater seniority to conduct the investigation.
- f. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the QCA.
- g. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
- h. The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed/moderated internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. The result of this moderation is not known until after results have been published. That is outside the control of Parkstone Grammar School and is not covered by this procedure. If you have concerns about external moderation, please ask the Examinations Officer for a copy of the appeals procedure of the relevant awarding body.

5. Procedure for Internally Assessed Year 12 Examinations

- a. Students should initially raise any concerns about their internally assessed examinations with the Academic Head of Sixth Form or Key Stage Manager who will consult with the Headteacher. If the concern is still not resolved to the satisfaction of the candidate, a request can be made in writing by the student's parent/carer, for the matter to move to formal appeal.
- b. Appeals should be made as early as possible after the publication of results and no more than one week after this date.
- c. Appeals should be made in writing by the candidate's parent/carer to the Academic Head of Sixth Form or Key Stage Manager who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. If the Academic Head of Sixth Form or Key Stage Manager is not able to conduct the investigation for some reason, the Headteacher will appoint another member of staff of similar or greater seniority to conduct the investigation.
- d. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to Parkstone best practice, i.e.
 - An appropriate mark scheme was followed
 - Work was assessed in line with Year 1 standards
 - Where appropriate, moderation of marking was carried out on a sample of work.



- e. The appellant will be informed in writing of the outcome of the appeal and the Headteacher notified.

6. Enquiries about results and Appeals against Awarding Body decisions

In certain circumstances, the Head of Centre is able to appeal an awarding body decision which relates to results, malpractice, access arrangements or special consideration requests.

Enquiries about results

Candidates and parents/carers are able to request that the School makes an enquiry about results (EAR) if they feel that an externally assessed examination has been incorrectly marked. The School will support candidates and parents/carers by making this request in line with the relevant examining body's procedure. Candidates or parents/carers will be required to pay the appropriate fee to cover the EAR and Centre administration costs.

Appeals

If the candidate or parent/carer is dissatisfied with an outcome of the EAR and they genuinely feel that the awarding body did not follow due procedures, they should contact the Head of Centre in writing with details of their concern, within 20 days of receiving the outcome of the EAR. The Head of Centre must submit an appeal in line with the current JCQ procedures i.e. within 28 days of receipt of the EAR. **Only the Head of Centre can submit an appeal to the relevant awarding body.**

Requests to appeal against decisions relating to malpractice, access arrangements and special consideration must be made in writing to the Head of Centre as soon as possible and before any deadlines set by the appropriate awarding body.

Any appeal must be in line with the reasons allowed by the most up to date version of the relevant JCQ document regarding appeals. An appeal has to be made on behalf of the whole cohort.

An appeal against a moderation decision cannot be made for an individual candidate as the marks for all candidates who took the specification may be affected.

The awarding bodies' fees and Centre administration costs will need to be paid by the candidate or parent/carer, to the School, before the appeal is made. The application [fee will](#) be refunded if the appeal is upheld.

The current guide to the awarding bodies' appeals processes is available on the JCQ website and provides full details of the awarding bodies' appeals processes and the associated timescales.

7. What actions are the school taking to enforce this policy

All candidates and parents are informed that the appeals procedure relating to internal assessment decisions exists. Copies of the procedure can be obtained from the School Office or the Examinations Administrator

8. What will everyone do to uphold the policy

The Examinations Administrator has been nominated by the Head of Centre to manage internal appeals, with the involvement of the Head of Subject.



The Head of Centre will be made aware of any internal appeals and the outcome of the appeal.

Heads of Subject and teachers will mark assessed work with due regard and reference to the appropriate mark scheme and internally moderate grades where work has been assessed by two or more staff.

9. Who should people contact if they have a question or suggestion for improvement?

The Examinations Administrator or the member of Leadership Group with responsibility for Examinations.

10. Links to Existing Policies

The policy links to

Data Protection Policy

Non-examination and Controlled Assessment Policy

Examinations and Internal Assessment Malpractice Policy



Appendix 1: statement for display in school

INTERNAL APPEALS POLICY

Procedure for Controlled Assessment/Coursework and Non-Examination Assessment Work

In line with the Code of Practice for public examinations produced by the Joint Council for General Qualifications and agreed by the Awarding Bodies, Parkstone Grammar School has produced and follows an Internal Appeals Policy for Internally Assessed examination modules.

Students should initially raise any concerns about their internally assessed coursework with the Examinations Administrator who will consult with the Headteacher.

If the concern is still not resolved to the satisfaction of the candidate, a request can be made in writing by the student's parent/carer, for the matter to move to formal appeal.

The Examinations Administrator has been nominated by the Head of Centre to manage Internal Appeals. The Head of Centre will be made aware of any internal appeals and the outcome of the appeal.

The Head of Centre will:

- Inform each candidate with an entry for centre assessed work of the mark(s) awarded and advise them 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⁺
- having received a request for copies of materials, promptly make them available to the candidate;
- provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision;
- allow sufficient time for the review to be carried out, make any necessary changes to marks and inform the candidate of the outcome, all before the awarding body's deadline;
- 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 outcome of the review⁺⁺
- instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre;
- inform the candidate promptly in writing of the outcome of the review of the centre's marking

The Head of Centre may delegate these responsibilities to appropriate staff e.g. another member of the Leadership Group, or the Exams Administrator.

Procedure for Internally Assessed Year 12 Examinations

Students should initially raise any concerns about their internally assessed examinations with the Academic Head of Sixth Form or Key Stage Manager who will consult with the Headteacher.



If the concern is still not resolved to the satisfaction of the candidate, a request can be made in writing by the student's parent/carer, for the matter to move to formal appeal.

Appeals should be made as early as possible after the publication of results and no more than one week after this date.

Appeals should be made in writing by the candidate's parent/carer to the Academic Head of Sixth Form or Key Stage Manager who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision.

All candidates will be informed that the appeals procedure relating to internal assessment decisions exists. Copies of the procedure can be obtained from the School Office or the Examinations Administrator