

## Appendix 2 – Internal Appeals Procedure

(This appendix is taken from the school's Exam Policy.)

### Purpose of the Policy

Caldew School is committed to ensuring that whenever its staff assesses students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. 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 his/her work, s/he may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the centre for moderation by the awarding body.

### Procedure for candidates

In accordance with the Joint Council for Qualifications (JCQ) directives, this procedure outlines the process candidates must follow should they wish to consider requesting a review of marking with regards to GCSE controlled assessment, GCE coursework, or GCE and GCSE non-examination assessments.

1. Candidates will be informed of their centre assessed marks by their class teacher, verbally. The teacher **will not** be able to tell a candidate the grade that the mark converts into, and a candidate **must not** ask for any indication of such a grade.

2. Candidates may request copies of 'materials' to assist them in considering whether to request a review of the centre's marking of a specified assessment. This **must** be made in writing, to the Headteacher. The 'materials' may include:

- A copy of the marked work (not the original)
- A copy of the relevant specification, or direction as to where to find it electronically
- A copy of associated subject-specific documents (e.g. assessment grids, candidate assessment forms)

Caldew School will make these 'materials' available promptly upon receipt of any such request.

3. Having reviewed the 'materials', a candidate may make a request for a review of marking for a specified assessment. This **must** be made in writing to the Headteacher, to arrive no later than **2 weeks prior to the coursework submission date (subject dependent)**.

4. The request for a marking review **must** also specify:

- In which subject the candidate would like the marking to be reviewed
- The reason/s as to why they wish to request a review, including any evidence to support their view that the centre's mark is incorrect

5. Any request received that does not explain the reason for requesting a review of marking **will not** be considered.

6. Any request received after the deadline **will not** be considered due to the external submission deadline.

7. A 'third party' reviewer will be assigned either from within the school's team of subject specialists, or from colleagues within neighbouring schools. These personnel will have the necessary educational expertise with regards to assessment procedures within secondary education. They will not have had any previous involvement in the assessment of the work.

8. The reviewer will be tasked with ensuring that the candidate's mark is consistent with the standard set in the department concerned.

9. If there is still a discrepancy between the original and reviewed mark, a third opinion will be sought. The Headteacher will inform the candidate of the outcome of the review in writing.

After each candidates work has been internally assessed and moderated, it is then externally moderated by the awarding body to ensure consistency in marking between centres. The external moderation process may lead to mark changes, which is outside the control of Caldew School and is not covered by this procedure.

### **Procedure for centre staff**

This applies to all GCSE controlled assessment, GCE coursework, GCE, BTEC and GCSE non-examination assessments.

A published procedure will outline the process for candidates wishing to request a review of the centre's marking. This will be available via the Caldew School website. The following procedure is for school staff:

1. The single agreed deadline for all internal marking is (to be inserted by the individual department) \_\_\_\_\_

2. The single agreed deadline for all internal moderation of marking is (to be inserted by the individual department) \_\_\_\_\_

3. All pupils **must** be given their raw mark/s for their centre assessed work, **but not any suggested grade**, by their class teacher verbally. Pupils will be instructed that they are not allowed to ask for a suggested grade.

4. The deadline for candidates to request, in writing to the Headteacher, materials to assist them in considering whether to request a review of the marking in a subject is **3 weeks prior to the final external coursework submission deadline**.

5. Upon receipt of such a request, the respective Subject Leader will provide (within 24 hours) the candidate with materials that may include:

A copy of the marked work (not the original)

- A copy of the relevant specification, or direction as to where to find it electronically
- A copy of associated subject-specific documents (e.g. assessment grids, candidate assessment forms)

6. The deadline for requesting a review of the centre's marking is **2 weeks prior to the final external coursework submission deadline**.

a. This must be done in writing to the Headteacher, and must specify:

- i. In which subject the candidate would like the marking to be reviewed
- ii. The reason/s why they wish to request a review, including any evidence to support their view that the centre's mark is incorrect

7. Any request received after the above deadline will not be considered.

8. If there is still a discrepancy between the original and reviewed mark, a third opinion will be sought. These personnel will have the necessary educational expertise with regards to assessment procedures within secondary education. They will not have had any previous involvement in the assessment of the work.

9. The reviewer will be tasked with ensuring that the candidate's mark is consistent with the standard set in the department concerned.

10. If there is still a discrepancy between the original and reviewed mark, a third opinion will be sought. The Headteacher will inform the candidate of the outcome of the review in writing.