

Appeals Against Internal Assessment of Work for External Qualifications Policy

Responsible officer: A. Palmer / S. Morrison

Review frequency: Annual

Principal: R Denial

Date reviewed: 21 March 2014

Next Review Date: 21 March 2015

Ratified By: Governing Body

Ratified: September 2013

Most GCSE, GCE and BTEC courses will include some elements of work which will be assessed through coursework or controlled assessments.

This policy relates to units of work that are assessed internally.

The E-ACT Burnham Park Academy is committed to ensuring that whenever it's staff assess students' work for external qualification this is done fairly, consistently and in accordance with the specification for the qualification concerned.

Students will be provided with details of all internally set dates on which controlled assessments are to be taken, or by which coursework has to be completed.

Students should be aware that failure to attend a controlled assessment or complete a piece of coursework by the deadline will result in no marks being awarded.

If students are having difficulty in meeting coursework deadlines it is imperative that they talk to their subject teacher as soon as possible.

It is not always possible to rearrange controlled assessments where a high degree of control is required.

Students' work should be produced and authenticated according to the requirements of the examinations board.

Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity.

All controlled assessments or coursework units which are marked by centre staff are subject to internal moderation.

Subject teachers must have agreed the marking procedures and discussed all marked work to ensure consistent marking standards are applied to all students. This may involve a sample of each teacher's work being remarked by a colleague.

Once marking has been completed, the awarding body will ask for all, or a sample of, the work to be sent for further moderation.

Marks will be issued to students once internal moderation has taken place.

This is the first opportunity for a student to make a formal appeal against the method of marking their work.

An appeal can only be made at this time on the basis that the marks remain subject to external moderation and therefore may be raised or lowered. **Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.**

A copy of this procedure is given to all students at the start of Years 10, 11, 12 and 13 with the 'Notice to Candidates: Controlled Assessments' and 'Notice to Candidates Coursework Assessments'.

1. Appeals should be made as soon as possible and must be made at least two weeks before the end of the last externally assessed paper in the examinations series.
2. Appeals should be made in writing to the relevant Head of Department who will investigate the appeal. If the Head of Department was directly involved in the assessment in question or is not able to conduct the investigation for some other reason, the Head will appoint another member of staff of similar or greater seniority to conduct the investigation.
3. The Head of Department or other member of staff will decide whether the process used for the internal assessment conformed to the requirements of the awarding body and the examinations code of practice of the JCQ. This will be done before the end of the series.
4. You will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of your work and any changes made to improve matters in the future.
5. The outcome of the appeal will be made known to the Head and a written record will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.
6. After work has been assessed internally it is moderated by the awarding body (examinations board) to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of the Burnham Park Academy and is not covered by this procedure. If you have concerns about it, please ask the Examinations Officer for a copy of the appeals procedure of the relevant examinations board.
7. Any appeal against the marks for a group of students can only be made when the approval of all members of the group is obtained.