

APPEALS AGAINST INTERNALLY ASSESSED MARKS

(GCSE Controlled Assessments, GCE Coursework, GCSE and GCE Non- Examination Assessments)

Updated: November 2016

Review date: November 2018

Introduction

Adeyfield School is committed to ensuring that whenever it's staff mark candidate's work this is done fairly, consistently and in accordance with the Awarding Body's specification 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. Adeyfield 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 teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

If a candidate believes this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

NOTE – an appeal may only be made against the assessment process and not against the mark to be submitted to the Awarding Body.

Procedure for making an appeal

- Appeals should be made as early as possible in order to ensure that the internal appeals process is completed prior to the submission of centre marks to the Awarding Body.
- All appeals must be made in writing.
- The Head of Centre will appoint a member of the Senior Leadership Team to conduct the investigation. This member of staff will not have had any involvement in the internal assessment process for that subject.
- The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the Awarding Body's specification and subject-specific associated documents.
- The person making the appeal will be informed in writing of the outcome of the appeal, including any written correspondence with the Awarding Body, and any changes made to internal assessment procedures, and any changes made to internal assessment procedures.
- The outcome of the appeal will be made known to the Head of Centre and will be logged as a complaint. A written record will be kept and made available to the Awarding Body on request. If irregularities in procedures are identified, the Awarding Body will be informed.

Processes outside of the scope of this policy

- After candidates' work has been internally assessed, it is moderated by the Awarding Body to ensure consistency in marking between centres. The moderation process may lead to marks being changed. This process is outside the control of Adeyfield School and is not covered by this procedure.