



SALTBURN
Learning Campus

All Learners Always Learning

Saltburn Learning Campus

Huntcliff School

Appeal against Internal Assessments for Work

April 2018

DOCUMENT CONTROL

Date	Author	Version	Change Description	Approved / Quality Checked By & Date	Target Audience / Circulation	Document Review Date
April 2018	Mr Rees	1	New Policy	SLT 20.04.2018	All Staff employed by SLC, Governors, Parents	April 2020

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1. AIM

The aim of this policy is to ensure that the school is compliant with JCQ guidelines for approved centres <http://www.jcq.org.uk/exams-office/generalregulations>

Controlled Assessments, Coursework and Portfolios of Evidence 5.8

The centre agrees to have in place, and be available for inspection purposes, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are made widely available and accessible to all candidates; (A centre may place its internal appeals procedure on the school/college website or alternatively, the document may be made available to candidates upon request.)

N.B: an appeal may only be made against the assessment process and not against the mark to be submitted to the awarding body

Post-Results Services and Appeals 5.14

The centre agrees to have available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support an enquiry about results or an appeal; (A centre may place its internal appeals procedure on the school/college website or alternatively the document may be made available to candidates upon request.)

Internally assessed work

Huntcliff School is committed to ensuring that whenever its staff mark candidates' 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. Huntcliff 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 subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking. The Awarding Body must moderate the assessed coursework/oral tapes/controlled assessment and the final mark awarded is that of the Awarding Body. This mark is outside the control of the school and is not covered by this procedure.

2. The Appeals Process

Please be reminded that the grounds for appeal **relate only to the procedures used** in arriving at internal assessment decisions or the production of externally assessed work and **do not apply to the judgment themselves.**

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. The detail below outlines the appeals process should a candidate wish to appeal under the grounds of this policy:

1. Huntcliff School will ensure that candidates are informed of their centre-assessed marks (in writing) so that they may request a review of the centre's marking before marks are submitted to the awarding body. These marks will be shared with students 2 weeks prior to the examination board's external deadline. Students will be given a letter and asked to sign to confirm that they have received their results. Information about the appeals procedure

will be given at the time of issuing final marks to students and they will be advised of where to find a copy of this policy.

2. Requests for a review of the centre's marking must be made in writing by the candidate, **within 5 working days** of the results being issued. Requests will not be accepted after this deadline. Parents, and carers may support the candidate in presenting their case.
3. Huntcliff School will 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, having received such a request, will promptly make them available to the candidate.
4. Once a request for a review has been received, Huntcliff School will carry out a review within 5 working days. This should include making any necessary changes to marks and to inform the candidate of the outcome. This must be completed before the exam boards deadline for marks to be submitted.
5. The review of marking is carried out jointly by the Exams Officer, and another experienced Head of Department who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review. In some circumstances a Governor may also sit on the review panel, if requested by the school.
6. The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned.
7. Huntcliff School will inform the candidate in writing of the outcome of the review of the centre's marking.
8. The outcome of the review of the centre's marking 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.

3. Post Results Appeals

The school always analyses closely the marks students receive for examinations and coursework as issued by the awarding body on results day. Where the school believes that a marking error may have occurred and resulted in a lower grade, consent for an enquiry will be sought from the candidate at the first available opportunity, and before any external deadlines for requests for enquiries have to be made.

In cases of enquiries by students or parents about results, where there are no obvious errors in marking and/or grades and where the school does not uphold a request for such an enquiry, the student may pay to have an enquiry carried out via the School (Exams Office). This request should be put in writing to the Exams Officer.

APPENDIX 1

Dear Parents and Carers,

Notification of Internal Marks awarded for school assessed aspects of GCSE examinations

In line with the new exam regulations Huntcliff School has created a policy that outlines how any internally assessed work that counts towards an external exam will be conducted and assessed and provides a mechanism for a student/ parent or carer to request a review of a centre assessed and awarded piece of work.

You can find a copy of this policy on the school's website or you may request a copy of this policy from the school office. Please follow the guidance set out within it should you or your son/daughter wish to pursue a marking review. Be aware that the timescales indicated in the policy must be adhered to as centre assessed marks must be submitted to the exam boards for set deadlines which cannot be altered. Please note that this is not a method to appeal against the mark awarded, but to appeal against the process followed to reach the mark.

Below is a summary of your centre assessed marks in: ENTER SUBJECT HERE

Name of Unit: Mark Awarded

Please be advised that you have up to the end of the 5th working day from the date on this letter to contact the school in writing.

Yours Sincerely

Assistant Headteacher – Curriculum