



EXAMS – INTERNAL AND EXTERNAL APPEALS POLICY

CRAVEN PUPIL REFERRAL SERVICE

THE SNAYGILL CENTRE
Keighley Road, Skipton, North Yorkshire, BD23 2QS

Drafted: 05 2017

Date of First Issue: 09/2009

MC Ratification Date:

Review Cycle: 3 Years

Review Date: September 2023

Latest Review Amendments:

CONTENTS

Introduction

Internal Policy for Moderation Of Centre Assessed Work

Externally Assessed Units

 Procedure A

 Procedure B

Management Committee Ratification

Policy for Internal and External Appeals Against Controlled Assessment Marking

INTRODUCTION

GCSE, BTEC and other courses will include some elements of work which will be assessed through controlled assessment or coursework. These units of work may be assessed in two ways:

INTERNALLY – by the subject teacher and department, .i.e. centre-assessed work. Work will be marked by a course teacher or another member of the departmental staff. When two or more members of staff mark work for the same assessment, it must be standardised and a rank order of all the students drawn up. Once this has been completed, a sample of the marked work will be sent to an external moderator appointed by the awarding body who will check the quality of the marking procedures. At this point the moderator can amend the original centre's marking if necessary. It should be noted that marks may be adjusted up as well as down.

EXTERNALLY – by a moderator appointed by the awarding body. In this case the subject teacher will play no part in assessing the work. It is particularly important to understand the marking criteria and procedures used for each controlled assessment or coursework unit should it be decided to appeal against the way in which work has been assessed.

INTERNAL POLICY FOR MODERATION OF CENTRE ASSESSED WORK

Subject teachers will provide students with details of all internally set dates on which controlled assessments are to be taken or by which coursework units have 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. Whenever possible, any student missing an assessment should see the subject teacher as soon as possible to arrange an alternative time to complete the work.

NB – it may not always be possible to arrange this for those controlled assessments which are set with a high degree of control.

Subject teachers will ensure that all controlled assessments or coursework units which are marked by centre staff are subject to internal moderation, in line with awarding body requirements. Subject teachers must have agreed the marking procedures with colleagues and discussed all marked work to ensure consistent marking standards have been applied to all students taking the assessment regardless of which member of staff marks the work. 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 the centre to send all or a sample of the marked work for further moderation. In this way a student's work may be assessed three times to ensure all marking is accurate, fair and consistent.

Marks will be issued to students once moderation has taken place. This is the first possible time when a student can make a formal appeal against the method of marking of their work. This is Stage One. An appeal can only be made at this time on the basis that when marks are released the student is aware that they remain subject to external moderation and therefore may be raised or lowered, as a result of the appeal.

EXTERNALLY ASSESSED UNITS

Final marks will be made known on results day. This is Stage Two.

There are two occasions when students can raise concerns which may or may not result in an appeal, at Stage One and Stage Two above. At Stage One students should follow procedure A, given below, and at Stage Two, the concern will be treated as an *Enquiry About Results* and follow procedure B.

Students may also wish to raise an *Enquiry about Results* for any mark awarded following the release of results on results day. Procedure B should be followed in these cases. It is advisable to discuss the matter with the Head of Subject before requesting an *Enquiry about Results*.

Any queries or questions should be discussed with the Exams Officer, any of the teaching staff or a member of the Senior Leadership team should you require any further information or clarification of these procedures.

PROCEDURE A

Appeals procedure for students, following the issue of centre assessed marks.

Any student dissatisfied with the way in which a mark has been awarded from an internal assessment should follow the following procedure.

Contact the subject teacher immediately in person to discuss how the mark has been attained and raise any concerns. (This discussion does not form part of the formal appeals procedure)

Following discussions, if concerns cannot be resolved, the student should lodge an appeal in writing, within five working days of the issue of marks, to the Headteacher. This appeal should be in writing clearly stating the reasons for the appeal. It should be signed and dated by the student. Upon receipt of a written appeal the Headteacher will provide a copy of the appeal to the subject teacher who conducted the assessment and request from them a written response within three working days to the concerns raised.

On receipt of the subject teacher's response, the Headteacher will carry out a review of the student's appeal and subsequent comments by the subject teacher and then respond in writing to the student within five working days of receipt of the formal appeal from the student. Should the student be dissatisfied with this written response, the student may then request a personal hearing. The panel for this hearing will comprise a member of the school's Senior Leadership Team and a member of the Management Committee, neither of whom have previously been involved with the student's appeal. The student will be informed of the date of the hearing and given at least three days' notice. The student will be provided with a copy of all relevant documentation (e.g. the marks given, the assessment marking criteria). The student will be allowed to be accompanied by a parent/guardian/carer or friend and can present their own case. The subject teacher and student will have the opportunity to hear each other's submission to the panel at the hearing.

The decision from the hearing will be made in writing to the candidate within two days of the date of the hearing. This decision is final.

A written record of all appeals will be kept by the school and maintained by the Exams Officer. The Exams Officer will inform the Awarding Examination Body should there be any change to an internally assessed mark as a result of any appeal.

PROCEDURE B

Appeals procedure for students, following the issue of marks, after an *Enquiry about Results*.

Any student who is dissatisfied with a mark awarded from an awarding body should follow the following procedure upon the issue of results.

Contact the subject teacher in person as soon as possible, but no later than 3 days before the published deadline for *Enquiries about Results*, to discuss the mark and raise concerns. The Exams Officer will advise on the options available to query the mark and the costs involved. In the case of a dispute, where the PRS does not support an Enquiry About Results request, the candidate will be charged for this service.

Students should be aware that *Enquiries about Results* can result in marks being raised, confirmed or lowered. Students will be required to sign a consent form to confirm they fully understand the consequence of an enquiry. The subject teacher should review the student's marks and discuss with them the best way forward, taking into account the breakdown of marks and grade boundaries and the student's predicted grades.

The Exams Officer will notify the student of the outcome of all *Enquiries about Results* from the appropriate Awarding Body.

Management Committee

	Print name	Signature	Date
Head Teacher	Andrew Haughey		
On behalf of Management Committee			