

# Policy for Internal and External Appeals against Controlled Assessment or Coursework Marking



<b>Updated</b>	October 2017
<b>Status</b>	Non-Statutory Delegated to the Headteacher Updated annually
<b>Review</b>	November 2018

Compass School is committed to ensuring that whenever its staff assesses candidates' work for an external qualification; this is done fairly, consistently and in accordance with the specification for the qualifications concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills and who have been trained in this activity. The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications of each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a candidate feels that this may not have happened in relation to his/her work, then he/she 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 school for moderation by the awarding body.

1. Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (e.g. the last GCSE written paper in the June exam series).
2. The candidate's parent/guardian must make the appeal in writing to the Examinations Officer, who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision.
3. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the QCA.
4. The candidate will be informed in writing of the outcome of the appeal including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
5. If the candidate is not happy with the written report they have received, they may request a personal hearing before an appeals panel. This must be within two working days of receipt of the written reply to the original appeal.
6. The appeals panel will consist of a senior member of staff, the Curriculum Lead and a member of the Management Committee. The candidate will be given at least two days notice of the hearing date and will be given a breakdown of the marks awarded in advance of the appeal. The candidate (plus a parent/guardian if requested) and teacher(s) involved will be present at the hearing.
7. The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the awarding body

upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally, it is moderated by the awarding the body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. This is outside the control of Compass School and is not covered by this procedure. Each awarding body has its own appeal procedure which is available from the Examinations Officer.

### **Appeals Procedure for candidates dissatisfied with Controlled Assessment/Coursework Marks:**

The candidate should informally discuss how the mark was obtained with subject teacher and raised their concerns.



Following discussions should concerns not be resolved, then the candidate's parents should log an appeal in writing to the Exams Officer within 5 days of receiving the marks. The appeal should also be signed and dated by the candidate.



The Exams Officer with two other members of staff will investigate the appeal.



The Exams Officer will respond to the candidate's appeal within 5 working days of receipt of the formal appeal.



Should the candidate be dissatisfied with this response, then the candidate may request a personal hearing consisting of one member of SLT and Management Committee not involved in the first investigation. The candidate will be given a copy of all relevant documentation eg marking criteria. The candidate will be allowed to attend, accompanied by parent/guardian/carer/friend and can represent their own case. The subject teacher and candidate 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 hearing. This decision is final. A written record of all appears will be kept by the Exams Officer and the Exams Officer will contact the awarding examinations body should there be any change to an internally assessed mark as a result of any appeal.

### **Enquiries about External Assessment Marks**

Where a candidate is unhappy with the mark awarded for a particular exam unit (e.g. written exam, coursework, practical assessment etc) a clerical check or re-mark may be requested via the Exams Office. The candidate will be required to acknowledge that his/her grade may be confirmed, raised or lowered. Where the school does not support the request, the candidate will be responsible for paying the relevant fee. The decision as to whether to support an enquiry will be made by the school on the basis of several factors, including knowledge of the exams system and professional judgement.