

King Edward VI High School for Girls Internal Appeals Policy

Appeals against internal assessment procedures and decisions (centre assessed marks)

This procedure confirms King Edward VI High School for Girls' (KEHS) compliance with JCQ's *General Regulations for Approved Centres 2017-2018, section 5.8* that the centre has in place "a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates" and that the centre "must inform candidates of their centre assessed marks as a candidate is allowed to request a review of the centre's marking before marks are submitted to the awarding body."

Certain components of GCSE and GCE qualifications (coursework, and non-examination assessments) that contribute to the final grade of the qualification are internally assessed (marked) by the subject teacher. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

KEHS 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.

KEHS ensures that all centre staff follow a robust *Non-examination assessment policy* (for the management of GCE and GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments, including the marking and quality assurance processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. KEHS 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.

Appealing the approach and procedures used internally

If during the course of their studies and the preparation of their work, a student believes that their work is not being treated in accordance with the procedures outlined above they may make use of the following procedure:

- a) The student informs the Principal in writing as soon as they have concerns about the procedures. This must be no later than two weeks after the concern has arisen, or by the deadline for appealing of marks (see below), whichever is the earlier.
- b) The Principal will investigate the appeal. If, for any reason, the Principal is not able to conduct the investigation they may appoint a Vice Principal providing they are not working within the departmental area involved in the appeal

- c) The Principal or Vice Principal (appointed in the place of the Principal) will decide whether the process used for the internal assessment conformed to the internal regulations, the requirements of the awarding body and the examinations code of practice. This will be done before the end of the current examination series
- d) The student will be informed of the outcome of the appeal, and if any change in procedures is decided on as a consequence, this will be implemented throughout the relevant subject area. If, following an upheld appeal by one candidate, other candidates' work is deemed likely to be affected, then this must also be reviewed.

Appealing the mark awarded

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of this appeals procedure to consider whether to request a review of the centre's marking.

Candidates who do not adhere to internal deadlines for the submission of their finished work forfeit the right to appeal

1. KEHS will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body. This will occur no later than one week before the examination board deadline; exact timings will be determined by individual candidates.
2. Requests for reviews of marking **must** be made in writing by completing the internal appeals form and submitting it within three days of receiving their mark. The internal appeals form must be completed fully, including a clear indication of the reason for the appeal, referring to the mark scheme to establish the candidate's reasons for considering the mark to be inaccurate.
This form will be signed by candidates to confirm they understand that the appeal could result in their mark being reviewed downwards.
3. KEHS will review the work whose mark has been appealed, and the reviewed mark will be available for submission by the awarding body's deadline.
4. KEHS will ensure that the review of marking is carried out by a member of staff who has appropriate competence and has no personal interest in the review.
5. The candidate will be informed in writing of the outcome of the review of the centre's marking.
6. A written record will be kept of reviews and their outcomes.

7. Should the review raise wider concerns the reviewer will discuss this with the Head of Department and/or head of centre.
8. The assessor must have the appropriate competence, had no previous involvement in the assessment, and has no personal interest in the outcome of the review. This could be a teacher within the centre or a teacher from another centre. It is acceptable for a teacher, who has been internally standardised, to review the work of a candidate marked by another teacher within the same centre. However, if the candidate's work was part of the centre's internal standardisation process, it would not be possible for the teacher who participated in the internal standardisation process to then review the candidate's work.
9. It is recommended that the review takes place at the centre in order to maintain the integrity of the work and to ensure secure storage.

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 mark changes. This process is outside the control of KEHS and is not covered by this procedure. If a candidate has concerns about external moderation, in the first instance they should raise this with their subject teacher who will, in conjunction with the Head of Centre and Examinations Officer, look into whether a Review of Moderation should be asked of the awarding body.

Reviewed in February 2019 (to be reviewed in February 2020)

The Vice Principal (Assessment) is responsible for the monitoring and review of the Internal Appeals Policy and reports to the Principal.

Martin Lea/Cath Brown
February 2019