



Carshalton High School for Girls

Policy on Internal Appeals Procedures & Enquiries about Results for Public Examinations

1. Appeals against internal assessment decisions

GCE and GCSE Qualifications

The Joint Council for Qualifications' (JCQ) General Regulations for Approved Centres stipulates that Carshalton High School for Girls (CHSG) is to have in place a written internal appeals

procedure relating to internal assessment decisions and to ensure that the details of this procedure are to be communicated and made readily available and accessible to students. CHSG is to inform students of their internally assessed marks and the student is allowed to request a review of the School's marks before they are submitted to the awarding body.

This policy should be read in conjunction with the Review of Marking – Centre Assessed Marks document.

Certain components of GCSE and GCE (legacy GCE coursework, GCE and GCSE non-examination assessments) and other qualifications that contribute to the final grade of the qualification are internally assessed by the School. The marks awarded will then be submitted by the deadline set by the awarding body for external moderation.

CHSG ensures that whenever its staff mark students' work this is carried out fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

CHSG ensures that all Centre staff follow the Non-Examination Assessment Policy (relating to the management of GCE and GCSE non-examined assessments). Included in this Policy are all the procedures relating to the non-examination assessments for GCE, GCSE and Project qualifications including the marking and quality assurance processes that teaching staff are required to follow.

CHSG will ensure that:

- students' work is marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity;
- that work produced by the candidates is authenticated in line with the requirements of the awarding body;
- where a number of subject teachers are involved in marking students' work that internal moderation and standardisation will be carried out to ensure consistency of marking.

Once students have been informed of their centre assessed mark, if they believe that the above procedure has not been followed in relation to the marking of their work, or that the assessor has not properly applied the mark scheme to his/her marking, then the student may make use of the appeals procedure set out below to consider whether to request a review of marking.

CHSG will:

1. 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.
2. Inform candidates that they may request copies of materials (eg a copy of their marked work, the relevant specification, mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the Centre's marking of the assessment.
3. Having received a request for copies of materials, promptly make them available to the candidate.
4. Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Provide a clear deadline for students to submit a request for a review of the Centre's marking. Requests will not be accepted after the deadline. Requests for reviews of marking **must** be made in writing using the CHSG Internal Appeals form.

6. Allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. Ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. Instruct the reviewer to ensure the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the Centre's marking.

The outcome of the review of the Centre's marking will be made known to the Head of Centre. A written record will be kept and made available to the awarding body upon request.

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 with 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 as provisional.

BTECs

Aim:

- To enable the learner to enquire, question or appeal against an assessment decision.
- To attempt to reach agreement between the learner and the assessor at the earliest opportunity.
- To standardise and record any appeal to ensure openness and fairness.
- To facilitate a learner's ultimate right of appeal to the awarding body, where appropriate.
- To protect the interests of all learners and the integrity of the qualification.

In order to do this, the centre will:

- Inform the learner at induction, of the appeals policy and procedure.
- Clearly reference the procedure in subject handbooks.
- Record, track and validate any appeal.
- Forward the appeal to the awarding body when a learner considers that a decision continues to disadvantage her/him after the internal appeals process has been exhausted.
- Keep appeals records for inspection by the awarding body for a minimum of 18 months.
- Have a staged appeal procedure.
- Will take appropriate action to protect the interests of other learners and the integrity of the qualification, when the outcome of an appeal questions the validity of other results.
- Monitor appeals to inform quality improvement.
- The Appeals Procedure appears in all subject handbooks.
- This policy will reviewed every term by Quality Nominee .

Appeals Procedure

- Any discrepancies that the student feels has taken place are first discussed with the candidate and the assessor.
- If no headway is made at this point, the assessor and IV meet to discuss the appeal. The assessors will then feedback to the candidate the IV's decision.
- The candidate is at liberty to discuss this decision with the IV.

- If this does not clear the situation then the information will be passed onto the QN, if the candidate is still not happy with outcome the External Verifier for the subject will be asked to make a decision, which can be upheld by the Awarding Body.
- This should give a prompt, fair and accurate feedback to the candidate.

The Appeals procedure is accessible and is flagged up regularly from the induction through to the end of the course. If students require any further information they should speak to their assessor or curriculum leader.

2. Appeals against the Centre's decision not to support a clerical check, a review of marking, a review of moderations or an appeal

If students have concerns regarding their overall subject grade after publication of results they must speak to their subject teacher **immediately**.

If the subject teacher thinks that there has been an error with the grade awarded. He/She should speak to the Curriculum Leader (CL)

- CL should then contact the Examination Officer for advice on the different review services available, fees, deadline dates.
- The review of results offers 3 services:
 - Service 1 - Clerical re-check
 - Service 2 - Review of Marking
 - Service 3 - Review of Moderation (this review is not available to an individual student)
- Written candidate consent (informed consent via student email is acceptable) is required in all cases before a request for either Service 1 or Service 2 is submitted to the awarding body as with these services students' marks and subject grades made be lowered.
Student consent can only be collected after the publication of results.

If the teacher believes the student has been awarded the right grade in view of the student's capabilities

- He/She will advise the candidate/parent/guardian and no action will be taken.

If the Student/ Parent/Carer still expresses a wish for a Review of Result to be submitted by the school against the professional judgement of the teacher

- He/She needs to obtain the relevant paperwork from the Exams Office, pay the Review of Result fee then return the paperwork and the consent form, to the Exams Officer as soon as possible and before the deadline date provided by the awarding body.
- The Examination Boards decision after Review of Result is final and no appeal will be made by the school.



CHSG Internal appeals form

FOR CENTRE USE ONLY

Date received

Reference No.

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

- Appeal against an internal assessment decision and/or request for a review of marking
- Appeal against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal

Name of appellant		Candidate name if different to appellant	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below

(If applicable, tick below)

- Where my appeal is against an internal assessment decision I wish to request a review of the centre's marking

If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Appellant signature:

Date of signature:

This form must be signed, dated and returned to the exams officer on behalf of the head of centre to the timescale indicated in the relevant appeals procedure

