



Pitsford School

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Internal Assessments/Controlled Assessments Appeals Policy

Pitsford School is committed to promoting quality, consistency, accuracy and fairness in assessment and thus in awarding. We aim to ensure that:-

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
- Assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification for each subject;
- The consistency of the internal assessment is secured through internal standardisation as necessary;
- Staff responsible for internal standardisation and/or assessment attend any compulsory training sessions.

This policy details the procedures regarding appeals by students relating to internal assessment/controlled assessment, decision made by the School and submission to awarding bodies. It outlines how appeals may be made to the School regarding the **procedures** followed but does not cover the actual mark or grades submitted by the School to the awarding body.

Any concerns about the procedures used in assessing internally marked work for public exams (e.g. coursework / portfolio / projects /performance) should be discussed with the subject teacher and/or Head of Department in the first instance. If this fails to resolve the concerns, these should be brought to the attention of the Examinations Officer, as soon as possible.

Each awarding body specifies detailed criteria for the internal assessment of work. After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work and the final judgement on marks awarded lies with the awarding body. This is outside the control of the school and is not covered by this internal appeals policy.

Appeals Procedure

- The Examinations Officer manages the appeals process
- A written appeal must be received by the Examinations Officer no more than 14 days after the deadline for coursework marks to be sent to the relevant awarding body. The appeal must state the details of the complaint and the reasons for the appeal. All supporting evidence should be included with the appeals notice.
- An enquiry into the internal assessment will be conducted by the Examinations Officer, Head of Department for the relevant subject area and a member of the Senior Leadership Team unless any has been directly involved in the original internal assessment process. The panel will include a review of the procedures used by the School to award marks for internal/controlled assessment and will consider whether the procedures conform to the published requirements of the awarding body. This will be undertaken within 14 days.

- Wherever possible, appeals will be considered and resolved by the date of the last externally assessed paper of the examination series. Any difficulties in meeting this deadline will be raised with the awarding body.
- The teacher making the assessment will be asked to respond to the appeal in writing and a copy will be sent to the appellant;
- The Examination Officer will convey the outcome of the appeal and clear reasons for the outcome in writing to the appellant within 5 working days of the final decision. Any changes made to the assessment of the candidate's work and any steps taken to further protect the interest of the candidates at the School will be confirmed.
- Candidates will be able to gain access to :-
 - Information if available at the time of the appeal as to whether the work was sampled by the awarding body
 - The moderated mark given by the awarding body if known,
 - Relevant awarding body procedures for the conduct of internal assessment.
- The Examination Officer will maintain a written record of all appeals and subsequent decisions. The awarding bodies will be informed of any change to an internally assessed mark as a result of an appeal, of any implications for the conduct of the examination or for the issue of results at the School. Full details of any appeal will be available to the awarding body on request.

Enquiries About Results (EARs)

Each awarding body publishes procedures for appeals against its decisions. The Examinations Officer will provide copies of these and offer advice to candidates. Appeals against a grade or a result of an external examination have to be lodged by the School. The Head of Department will decide whether the School should support an EAR, taking into consideration knowledge of the exam system and their professional judgement.

The candidate will be required to acknowledge that their grade may be confirmed, raised or lowered and will be responsible for paying the relevant fee at the time of the request where the School does not uphold a request for such an enquiry. Where the student wishes to challenge the decision not to hold an enquiry or consequent appeal, a similar procedure to that mentioned above will be carried out.

Note:

This policy and procedure is made known to students and their parents/carers on the School website and is available on request from the Examinations Officer. The procedure will be regularly reviewed by the Senior Leadership Team.