



PROSPECT SCHOOL

Internal Assessment Appeals Policy

Created: 22 November 2017

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Version: 1.2

Adopted by Assessment Advisory Group: November 2017

1. Appeals against internal assessment decisions (centre assessed marks)

This procedure confirms Prospect School's 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 (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments, the Art and Design timed exams and the A Level Sciences and GCSE (9-1) English endorsements), Cambridge Nationals, Cambridge Technicals and BTECs 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.

Deadlines for the submission of marks (Summer 2018 exam series)

Date	Qualification	Details
31/03/2018	GCSE (9-1) Computer Science	
07/05/2018	GCSE	AQA
15/05/2018	GCSE	Other than AQA
15/05/2018	GCE	Final date for submission of coursework marks (AQA, OCR, Pearson and WJEC)

Prospect School 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.

Prospect School 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. Prospect School 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.

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.

1. Prospect School will ensure that candidates are informed of their centre assessed marks 'in writing' at **least ten school days** before the marks are due to be submitted to the awarding body so that they may request a review of the centre's marking before marks are submitted.
2. Prospect School will inform candidates that they have **two school days** within which they may request copies of materials (for example, a copy of their marked work, the relevant specification, the 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. Such requests must be made 'in writing' to the relevant subject teacher. Prospect School will inform candidates that, if a request is not received within two school days, it will be assumed that the student does not wish to review their work.
3. Prospect School will inform candidates that a review may result in the mark staying the same, going up or going down and that it is the post-review mark that will be submitted to the awarding body.
4. Prospect School will, having received a request for copies of materials, promptly make them available to the candidate **within one school day**.
5. Prospect School will allow candidates **two school days** to review copies of materials and reach a decision.
6. Requests for reviews of marking **must** be made in writing **within two school days of receiving copies of the requested** materials – by completing the internal appeal form (see below) and handing it to his/her tutor, who will in turn pass it quickly to the nominated member of staff. Prospect School will inform candidates that, if an internal appeal form is not received within two school days, it will be assumed that the student does not wish to review their work.
7. The nominated member of staff will pass the appeal to an assessor **within one school day**, ensuring 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. Prospect School will allow **one school day** for the review to be carried out.
8. Prospect School will instruct the assessor to ensure that the candidate's mark is consistent with the standard set by the centre. The assessor will return the reviewed script to the nominated member of staff.
9. The nominated member of staff will inform the candidate in writing of the outcome of the review of the centre's marking within **one school day**.
10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

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 Prospect School and is not covered by this procedure.

Internal appeal form

Please complete all white boxes on the form below

FOR CENTRE USE ONLY	
Date received	
Reference No.	

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

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.