

## **POLICY DETAILS**

Policy name	Appeals against Internal Assessments
Status	
Strategic objective	To ensure that the planning and management of the assessments are conducted efficiently and in the best interests of the students
Policy owner	Assistant Headteacher – Data and Outcomes
Authorised by	Headteacher
Authorisation date	April 2018
Review date	November 2024
Statutory, regulatory and/or contractual considerations	Requirement of exam boards
Equality assessment	Positive

The purpose of this policy is to set out clear procedures for a candidate to appeal against and request a review of the centre's marking.

Ringwood 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.

### **The Head of Centre**

Ensures any irregularities relating to the production of work by candidates are investigated and dealt with internally if discovered prior to a candidate signing the authentication statement (where required) or reported to the awarding body if a candidate has signed the authentication statement.

### **Subject leaders**

Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work (including where relevant, private candidates)  
Ensure appropriate internal moderation, standardisation and verification processes are in place  
Ensure teaching staff delivering AQA Applied General qualifications, OCR Cambridge Nationals, Entry Level Certificate or Project qualifications (and CCEA GCE unitised AS and A-level qualifications and all other qualifications) follow JCQ

[Instructions for conducting coursework](#) and the specification provided by the awarding body

Ensure teaching staff delivering GCE & GCSE specifications (which include components of non-examination assessment) follow JCQ Instructions for Conducting NEA and the specification provided by the awarding body

Ensure that work produced by candidates is authenticated in line with the requirements of the awarding body.

### **Teaching staff**

Ensure appropriate instructions for conducting internal assessment are followed  
Ensure candidates are aware of JCQ and awarding body information for candidates on producing work that is internally assessed (coursework, non-examination assessments, social media) prior to assessments taking place

### **Exams officer**

Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment

Signposts teaching staff to relevant JCQ [Information for candidates documents](#) that are annually updated

Candidates requesting a review of their centre assessed marks:

- The school will ensure candidates are informed of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body
- The school will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
- The school will ensure that, having received a request for copies of materials, promptly make them available to the candidate.
- The school will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- Ringwood School will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
- Ringwood School will 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.

- Ringwood School will 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.
- Ringwood School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- Ringwood School will inform the candidate 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 of the review 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 within the centre, whereas moderation by the awarding body ensures that centre marking is line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.