

Parkhall Integrated College



Internal Appeals Procedure for Centre-assessed Grades

Rationale

The aim of Parkhall Integrated College is to enable each candidate to achieve his/her academic potential. Controlled assessment/coursework is defined as work assigned and completed by a candidate during a course of study and is evaluated as part of the final grade in the course. Parkhall Integrated College 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.

Purposes

- To ensure that the procedures in Parkhall Integrated College are compliant with the guidelines contained in the JCQ publications
- To ensure that the procedures in Parkhall Integrated College are compliant with the guidelines in the controlled assessment policy and examination policy
- To ensure that candidates' work will be marked fairly and consistently by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity
- To ensure that Parkhall Integrated College is committed to making sure that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking

Notification of Coursework Results

Parkhall Integrated College will ensure that candidates are informed of their centre-assessed marks. This strictly applies to GCE, GCSE and project qualifications, although the JCQ publication 'General Regulations for Approved Centres' states that centres must have a written appeals procedure relating to internal assessment decisions in all qualifications. Once coursework/centre-assessed work is marked, all candidates will sign a class record sheet with the mark/grade given (see appendix).

A candidate may request a review of the centre's marking before marks are submitted to the awarding body. If a candidate is considering an appeal, they should speak directly to the teacher asking for a breakdown of the marks and reasons for the mark within 24 hours of receiving their mark/grade. It is the responsibility of the department to ensure that enough time is given to an appeal before marks are submitted to the examination board (marks must be given to the candidates five working days before the closing date for submission of marks in order for the appeal to take place).

If the candidate is not satisfied with the explanation, candidates may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment (mark scheme/assessment criteria). Additional material may vary from subject to subject. The materials requested must be made available to the candidate promptly. This will either be the originals viewed under supervised conditions or copies.

Notification of Appeal by Candidate

If a candidate still wishes to appeal, they must complete a candidate appeal form, explaining on what grounds they wish to request a review, and submit it to the examination officer within 72 hours of receiving the mark/grade. Candidates must explain the grounds on which they wish to request a review (see appendix). Complaints regarding the quality of teaching or teacher absence cannot be considered, as the review is a focus on the work that has been submitted and must be related to a candidate's belief that the marks that have been awarded do not give sufficient credit for meeting

the published assessment criteria. Requests may not be accepted after this deadline due to the closing date for submission of marks to the awarding body.

Appeals Procedure Summary

Appeals will be delivered to the examination officer by the candidate or parent of a candidate

The examination officer has been appointed by the head of centre to manage internal appeals. He or she will inform the head of centre of the existence of an appeal.

The examination officer will convene a meeting of an appeals panel, which will include the subject teacher involved and the head of department, as well as the assistant examination officer and/or another head of department not involved in the internal assessment decision. This enquiry will consider whether the procedures used in the marking of internal assessment conformed to the published requirements of the awarding board.

Parkhall Integrated College 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 for the submission of marks.

Candidates are permitted access to the following information:

- *The marks awarded to them by the centre for the work, including mark scheme and assessment criteria.*
- *All comments recorded by the centre relating to their internally assessed work*
- *Any correspondence within the centre relating to their internally assessed work*

A written record and minutes of every discussion pertaining to the appeal will be kept on file. The outcome of the review of the centre's marking will be made known to the head of centre.

Candidates will be informed in writing of the result of the appeal, including the reasons for the outcome and details of any action taken.

These policy Guidelines are translated into action through other policies and procedures, for example:

Controlled Assessment Policy, Examination Policy

Parkhall Integrated College Candidate Appeal Application

Candidate name: _____ Exam number: _____

Level: GCSE, GCE, BTEC, Cambridge Technical, OS, Vocational (please circle)

Subject: _____

Assessing teacher: _____ Assessed mark: _____

Description/Name of Internal Assessment:

Reason for Appealing:

Reason must be related to a belief that the marks the candidate has been awarded do not give sufficient credit for meeting the published assessment criteria and not regarding the quality of teaching or teacher absence

It is also important that the candidate is aware that the moderation process carried out by the awarding body may also result in a mark change, either upwards or downwards. Moderation by the awarding body ensures that the centre marking is in line with national standards. The mark submitted is subject to change and therefore should be considered provisional.

Candidate signature: _____ Date: _____

Date appeal received: _____

Result of appeal: _____

_____ Date: _____

Members of appeal panel: _____

Any action taken: _____

Date candidate notified with outcome of appeal: _____

Parkhall Integrated College – Centre-assessed Marks

Subject: _____

Teacher: _____

Exam Series: _____

Name	Exam number	Mark out of ??	Pupil signature and date

I am aware that this is the mark that will be submitted to the examination board for my controlled assessment/ coursework.

I am aware that I can appeal this mark in writing within three days, and an internal appeals procedure will be followed, and the outcome of this will be reported back in writing.

I am also aware that the moderation process carried out by the examination boards may result in a mark change, either upwards or downwards even after an internal review.