

ST MARGARET WARD CATHOLIC ACADEMY

APPEALS AGAINST INTERNAL ASSESSEMENTS OF WORK PROCEDURES

2018/2019



"Let us remember we are in the presence of God"

Policy Adopted	Next Review	Author
October 2018	September 2019	Mrs S Skinner

These procedures are reviewed annually to ensure compliance with current regulations

Appeals against internal assessment of work procedure 2018-19

Key staff involved in appeals against internal assessments of work

Role	Name(s)
Head of centre	Dominic McKenna
SLT members	Rosemary Pritchard, Sarah Bennion, Helen Farrer, Liz Robinson, Liz Stanway
Exams officer	Sarah Skinner

Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments)

St Margaret Ward Catholic Academy 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.

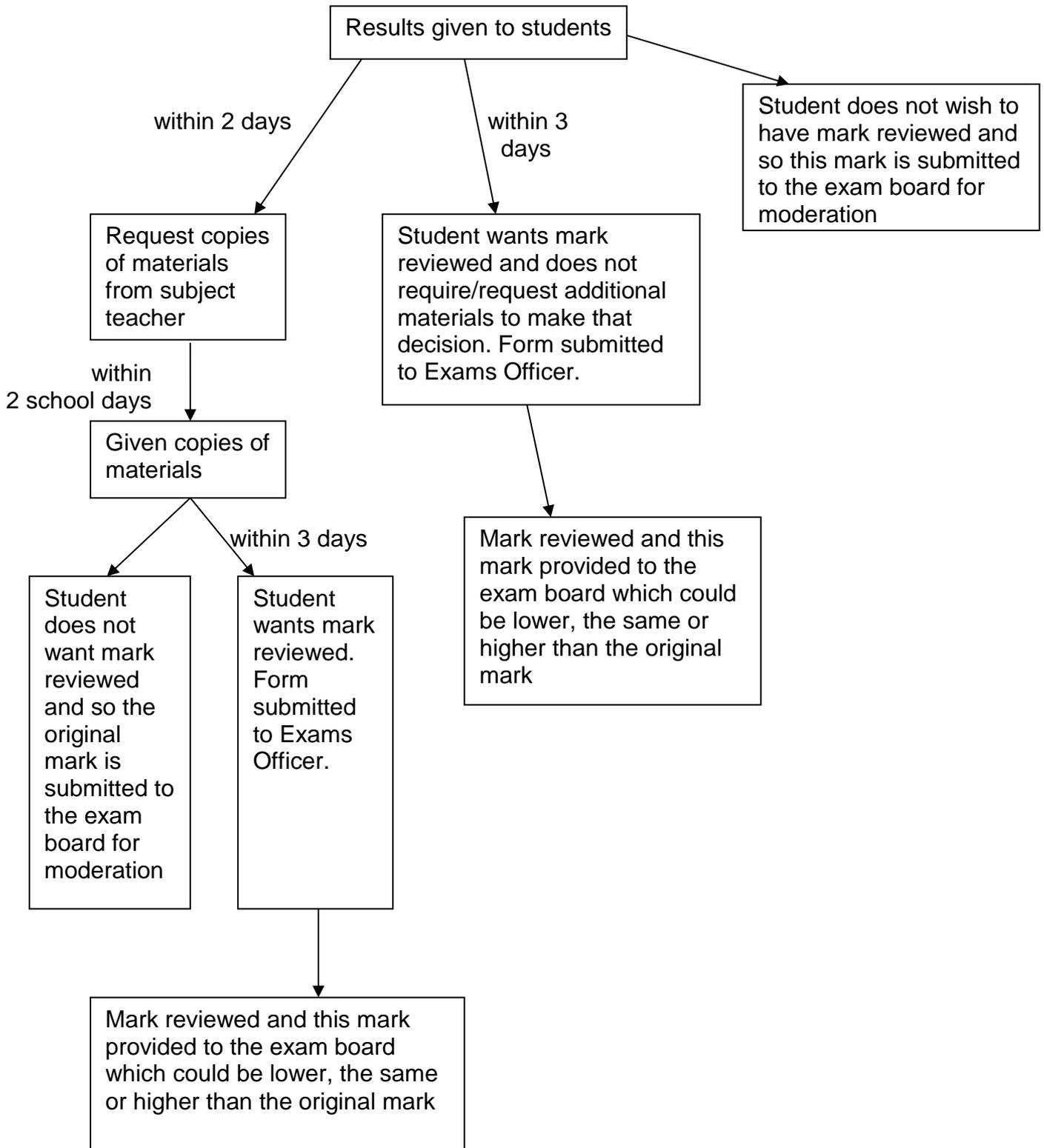
Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. St Margaret Ward Catholic Academy is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Subject teachers at St Margaret Ward Catholic Academy will 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. St Margaret Ward Catholic Academy will inform candidates that they may request copies of materials **within 2 school days of marks received** (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.
3. St Margaret Ward Catholic Academy will, having received a request for copies of materials, promptly make them available to the candidate **within 2 school days**.
4. St Margaret Ward Catholic Academy will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing **within 3 days of receiving copies of the requested materials or if materials were not requested then within 3 days of receiving the marks**. To request a review an **Internal Appeals Form** must be completed (see attached) and an administration cost of £20 is payable.
6. St Margaret Ward Catholic Academy 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.
7. St Margaret Ward Catholic Academy 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.
8. St Margaret Ward Catholic Academy will instruct the reviewer to ensure that 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.

10. A written record 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 St Margaret Ward Catholic Academy and is not covered by this procedure.

Process Flow



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. I agree to pay a £20 administrative cost
- Request for a review of marking. I agree to pay published exam board costs
- 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