

Sutton Grammar School

INTERNAL ASSESSMENT APPEALS PROCEDURE

APPEALS AGAINST INTERNAL ASSESSMENT OF COURSEWORK AND CONTROLLED ASSESSMENT FOR EXTERNAL QUALIFICATIONS

This procedure confirms Sutton Grammar 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."

Sutton Grammar School is committed to ensuring that whenever its staff assess students' work for external qualification, this is fairly done, consistently and in accordance with the specification of the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills. Students' work should be produced and authenticated according to the requirements of the awarding body. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisations.

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 their work, or that the assessor has not properly applied the mark scheme to their marking, then students may make use of this appeals procedure to consider whether to request a review of the centre's marking.

The existence of this procedure is made known to pupils through subject teachers, heads of faculty and department and through the notes issued to students about public examinations in each year. The scope of this process relates to any controlled assessment carried out from year 10 to Y13 in any examination season.

At Sutton Grammar we will operate a two stage appeals process.

- In stage 1, students would be given access to a copy of their marked work and any assessment materials such as mark schemes or exam specifications or candidate assessment forms but teachers should use their professional judgement about what they think the student will need in order to decide whether or not to move it to stage 2, a formal review of marking. Teachers may meet with students in this period to explain and justify the mark given and the reasons for it. This we feel will resolve most issues. If students are still unhappy they will need to state, having reviewed the marking with materials given and in discussion with the teacher, why they wish to request a review and what they believe the issue to be. I would suggest that this takes place in the first week after the giving of marks and

all formal reviews would need to be lodged within seven days of receiving the materials.

- A stage 2 review must be carried out by someone who has appropriate competence and who was not involved in the initial marking (or moderation) and therefore is not considered to have a conflict of interest. It may be a colleague in the department or faculty who has not seen the work or a member of staff in a similar subject that has a similar assessment structure. If this is not possible then it may be outsourced to a third party, such as another colleague working in that subject area in another school. All departments are expected to have clear arrangements in place and have informed SLT what these arrangements are. It is suggested to support the review of marking that you provide any reviewer with the top candidate in the group, the bottom candidate in the group and the students just above and just below the reviewing student. This second stage of reviewing should be completed within 7 days of the appeal to allow time for the resolution of the process and the timely submission of marks to the respective exam board. Any student who appeals will be informed in writing about the outcome of this appeal by the Headmaster.

The date of the release of coursework marks is set annually by the SLT member responsible for examinations and will typically be in or around the last week of April to ensure sufficient time for the review to take place prior to the 15th May submission of results to the examination board.

After work has been assessed internally it is moderated by the Awarding body to ensure consistency. Such moderation may change the marks awarded for internally assessed work. That is outside the control of Sutton Grammar School and is not covered by this procedure. If you have concerns about the marks awarded or what happens at the external moderation stage please ask the Examinations Officers about the appeals procedure of the relevant Awarding Body.

Policy Reviewed and Revised by Neil Price: April 2019
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