

## Public Assessment Policy

These procedures are reviewed annually to ensure compliance with current regulations.

### Public Assessment Policy Appendix 3 Section1 Appeals Against Internally Assessed Marks for GCSE Controlled Assessments and GCE Coursework Units

#### Aims

- To ensure that assessments are conducted by colleagues who have appropriate knowledge, skills and understanding and who have been trained in this activity
- To ensure that students' work is produced and authenticated according to the requirements of the examinations board
- To ensure that where assessments are divided between colleagues, consistency should be assured by internal moderation and standardisation

If a candidate believes that this may not have happened in relation to his/her work, he/she make use of this appeals procedure.

**Note that appeals are reviewing the mark you have achieved in the internal assessment. This will not necessarily change the overall grade achieved in the subject.**

#### Procedures

- In the first instance, it is the student's responsibility to speak to a teacher or anyone else within school and inform them of any concerns related to queries in relation to internal assessment.
- Candidates will be informed of all of their internal assessment marks. A request for a review of marking for one or more of these before marks are submitted to the awarding body can be made using the centre's internal appeal procedure.
- Candidates can have access to copies of marked internal assessment materials and the mark scheme. For some marked internally assessed materials this will be shared under supervised conditions.
- The existence of this procedure is made known to candidates at the start of the examination series. The Internal and External Appeal procedure can also be found on the school website as part of the Public Assessment policy.
- Appeals must be made in writing to the Examinations Officer who will investigate the appeal with a senior member of staff appointed by the head of centre such as an Assistant Headteacher or Deputy Headteacher. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
- Appeals should be made as early as possible. A deadline of five working days to submit an appeal will be set once a candidate has been informed of marks for internal assessments, and this will be communicated to candidates through email.

- The centre will assign an assessor with appropriate competence to undertake the review of marking. The assessor will not have had any prior involvement in the assessment of the candidate, and no personal interest in the outcome of the review.
- Candidates will be informed in writing of the outcome of the appeal, including details of any relevant communication with the awarding body any changes made to the assessment of the work and any changes made to improve matters in future
- The outcome of the appeal will be made known to the headteacher. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.
- After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards even after an internal review. That is outside the control of Hampton High and is not covered by this procedure. If there are any concerns about it then the appeals procedure of the relevant examinations board must be sought by the candidate.

### Monitoring

- Monitoring of internal assessment procedures takes place through line management meetings between SLT link and HoD.
- Feedback from external moderation is provided to the Head of Centre and Assistant Head (Exams) by the Exams Officer so that any concerns are readily challenged and discussed with the HoD.
- Regular meetings are held between the Assistant Head (Exams) and examinations officer so that any irregularities or discrepancies are readily identified.

### Section 2 Appeals against External Assessments

Candidates should refer to the JCQ publication A guide to the awarding bodies' appeals process which sets out in detail the processes for appealing against JCQ awarding bodies. This can be accessed at <http://www.jcq.org.uk/exams-office/appeals>. The details of procedures in place are based on this and the JCQ publication Post Results Services June 2017 found at <http://www.jcq.org.uk/exams-office/post-resultsservices>

- If a candidate is dissatisfied with examination results and has reasons to suspect they are not accurate, an enquiry about results must be made first.
- A parent / carer or student who wishes to make an enquiry about results must contact the Examinations Officer by **email** (or **written** request) as soon as possible after the results have been issued. Information relating to post results services will be published on the school website with relevant deadlines and fees for awarding bodies. This information will also be available on both GCE and GCSE Results Days for candidates.

- An EAR may be requested by staff or candidates (or their parents/carers) at Hampton High, if there are reasonable grounds for believing there has been an error in marking. If a query is raised about an examination result, the exams officer, teaching staff and head of centre will investigate the feasibility of requesting an enquiry at the centre's expense. When Hampton High does not uphold a request from a candidate, the candidate will be required to pay the fee, and a request will be made to the awarding body on the candidate's behalf through the centre.
- If the candidate (or their parent/carer) believes there are grounds to appeal against Hampton High's decision not to support an enquiry, an appeal can be submitted to the centre using the internal appeals form at least 5 working days prior to the internal deadline for submitting an EAR.
- In the event of any EAR service, the candidate must give consent, and sign a consent form before the EAR service can be applied for by the Examinations Officer.
- If an original hard copy script has been returned to the centre under the Access to Scripts service, it cannot form part of an enquiry about results or a subsequent appeal.
- The centre submits all enquiries about results and access to scripts electronically by the deadline(s) in accordance with the JCQ Publication Post-Results Services.
- Processing of EAR and ATS is the responsibility of the Exams Officer

#### Appeal procedure following the outcome of an enquiry about results

- If doubts remain about the accuracy of the results, following the enquiry about results process, the head of centre should refer initially to the regulators' Code of Practice and the JCQ publication Post Results Services. If after consulting these documents, the centre is convinced that the awarding body has not followed due procedures, it is possible to submit an appeal with the procedures set out in JCQ A guide to the awarding bodies' appeals process.
- All candidates are made aware of the outcome of enquiries of results electronically by the Examination Office.
- Where the head of centre is satisfied after receiving the outcome of an EAR, but the candidate and/or their parents/carers are not satisfied, they may make a further representation to the head of centre. Following this, the head of centre's decision as to whether to proceed with an appeal will be based upon the centre's internal appeals arrangements. Candidates, parents/carers are not permitted to make direct representations to an awarding body.
- The internal appeals form should be completed by the candidate and submitted to the centre within 10 calendar days of the notification of the outcome of the enquiry. Subject to the head of centre's decision, this will allow the centre to process the appeal and submit to the awarding body within the required 14 calendar days. Awarding body fees which may be charged for the appeal must be paid by the candidate on submission of the internal appeals form. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the candidate by the centre.
- If an original hard copy script has been returned to the centre under the Access to Scripts service, it cannot form part of an enquiry about results or a subsequent appeal.

## Internal appeals form

**This form should be completed in all cases to lodge an appeal. Please tick to indicate what the appeal is against:**

- an internal assessment mark
- the centre decision not to support an enquiry about results
- an outcome of an enquiry about a result

the outcome of an enquiry about results Name of appellant		Candidate name if different to appellant	
Awarding body		Unit/module/exam paper code	
Subject		Unit/module/exam paper title	
<p>Please state clearly the grounds for your appeal below (grounds related to the quality of teaching are ruled out)</p> <p style="text-align: right;"><i>Continue overleaf if necessary</i></p>			
<p><b>Appeal against an internal assessment mark</b></p> <p>Appellant declaration</p> <p>By signing here, I am confirming I understand the purpose of the appeal will be to review the mark that has been awarded to me and whether or not this is in line with the standard set for other candidates at the centre. I also understand the moderation process carried out by the awarding bodies may result in a mark change in my internal assessment mark, either upwards or downwards even after a review has taken place.</p> <p>Signature: _____ Date of signature: _____</p>			
<p><b>Appeal against the centre decision not to support an enquiry about results</b></p> <p>Appellant declaration</p> <p>By signing here, I am confirming I feel there are grounds to appeal against the centre's decision.</p> <p>Signature: _____ Date of signature: _____</p>			

**Appeal against the outcome of an enquiry about results**

Appellant declaration

By signing here, I am confirming I understand that the grounds for my appeal must relate to the awarding body's procedures or the application of the post-result service procedures. I also understand that appeals do not generally involve further reviews of marking candidates' work. I also confirm that I will pay in advance any fees which may be charged by the awarding body for the appeal. I understand this fee will be refunded if the appeal is upheld.

Signature:

Date of signature:

The appellant declaration against the relevant appeal must be signed, dated and returned to the EO, on behalf of the head of centre, to the timescale indicated in the internal appeals procedure.