

# **INTERNAL APPEALS POLICY**

## *External Qualifications*



## **MYDDELTON COLLEGE**

**Policy on Appeals is in two parts:**

- 1. Policy on Internal Assessments for External Qualifications**
- 2. Policy on External Assessments for External Qualifications (Enquiries about Results EAR)**

**Appendix 1 – Internal Appeals Form**

Date Reviewed: 28<sup>th</sup> February 2023

## 1. Policy on Internal Assessments for External Qualifications

### **Myddelton College is committed to ensuring that:**

- a. Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skills and who have been trained in this area.
- b. Assessment evidence provided by candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned.
- c. The consistency of internal assessment will be maintained by internal moderation and standardisation.
- d. All student work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.

### **Reviews of marking - centre assessed marks (GCSE CA, GCE CWK, GCE and GCSE NEA and Project qualifications)**

#### **Myddelton College will:**

- a. 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.
- b. 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.
- c. having received a request for copies of materials, promptly make them available to the candidate.
- d. provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- e. 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.
- f. 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.
- g. 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.
- h. instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- i. inform the candidate in writing of the outcome of the review of the centre's marking.
- j. 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 in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

**Note to Myddelton College students:**

- A. If a student has any concerns about the procedures used in assessing their internally assessed work for public exams ie NEAs/coursework/portfolios s/he should discuss the matter with the Head of Faculty or Subject Leader immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used by the student concerned.
  
- B. The regulations for GCSE, GCE, Entry Level and Project Qualification Coursework Assignments and GCSE NEA state that:
  - "The work you submit for assessment must be your own"
  - "You must not copy from someone else or allow another candidate to copy from you"
  - "If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating or malpractice"

Teachers have the right to reject a student's work on the grounds of malpractice if any of the above regulations are broken.

The student, parent or guardian of a student has the right to appeal against any decisions to reject to a candidate's internally assessed work on the grounds of malpractice.

## 2. Policy on External Assessments for External Qualifications [Enquiries about Results - EARs]

Post results service are available from all awarding bodies following the publication of results. Full details are provided by your Examinations Officer.

Any student who wants to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure:

- I. Contact the Examinations Officer **and** the subject teacher as soon as possible [but at least **5 working days before the published deadline for EARs**] in person to discuss the mark/grade. The Examinations Officer will advise on the options available to query the mark/grade and the costs involved.
- II. Students should be aware that EARs can result in marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Officer.
- III. The subject teacher will review the student's marks/grades and discuss with the Head of Faculty to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student's predicted grades.

If the Faculty agrees to support the EAR:

- a. The request, together with the student's consent form, should be made to the Examinations Officer **before the published deadline for EARs**. The cost of the enquiry will be added to the student's account for education. If the EAR is successful, the fee will be refunded.

If the Faculty does not agree to support the EAR:

- b. If the centre does not support the EAR the student may still proceed with the EAR. Requests, together with the student's consent form, must be made in person to the Examinations Officer **before the published deadline for EARs**. The cost of the enquiry will be added to the student's account for education. If the EAR is successful, the fee will be refunded.
  - c. If a student/parent/carer feels there are grounds to appeal against the decision not to support an EAR. Appeals should be made in writing to the Examinations Officer, at least **5 working days before the published deadline for EARs**. The appeal should state, in detail, the reason(s) for the appeal. This appeal should be signed and dated and should include the daytime contact telephone number of the student, parent or carer. The appeal information will be reviewed by the Examinations Officer and another member of the Senior Leadership Team; the outcome of the appeal will be communicated by telephone and 1<sup>st</sup> class letter post within 24 hours of receipt. This decision is final.
- IV. Outcomes following EARs will be forwarded by the Examinations Officer to the student as soon as they have been received from the Awarding Bodies.

--This policy will be kept under review and revised as necessary--

## Appendix 1

### Internal Appeals Form

- Appeal against Internal Assessments for External Qualifications
- Appeal against Policy on External Assessments for External Qualifications [Enquiries about Results - EARs]

<i>Candidate Name</i>	
<i>Candidate Number</i>	
<i>Subject</i>	
<i>Paper Reference No./Title</i>	
Please explain your grounds for appeal:	
<b>Office use only</b>	
Date Received:	Signature:
Date of Outcome:	Signature:
Details of Outcome:	