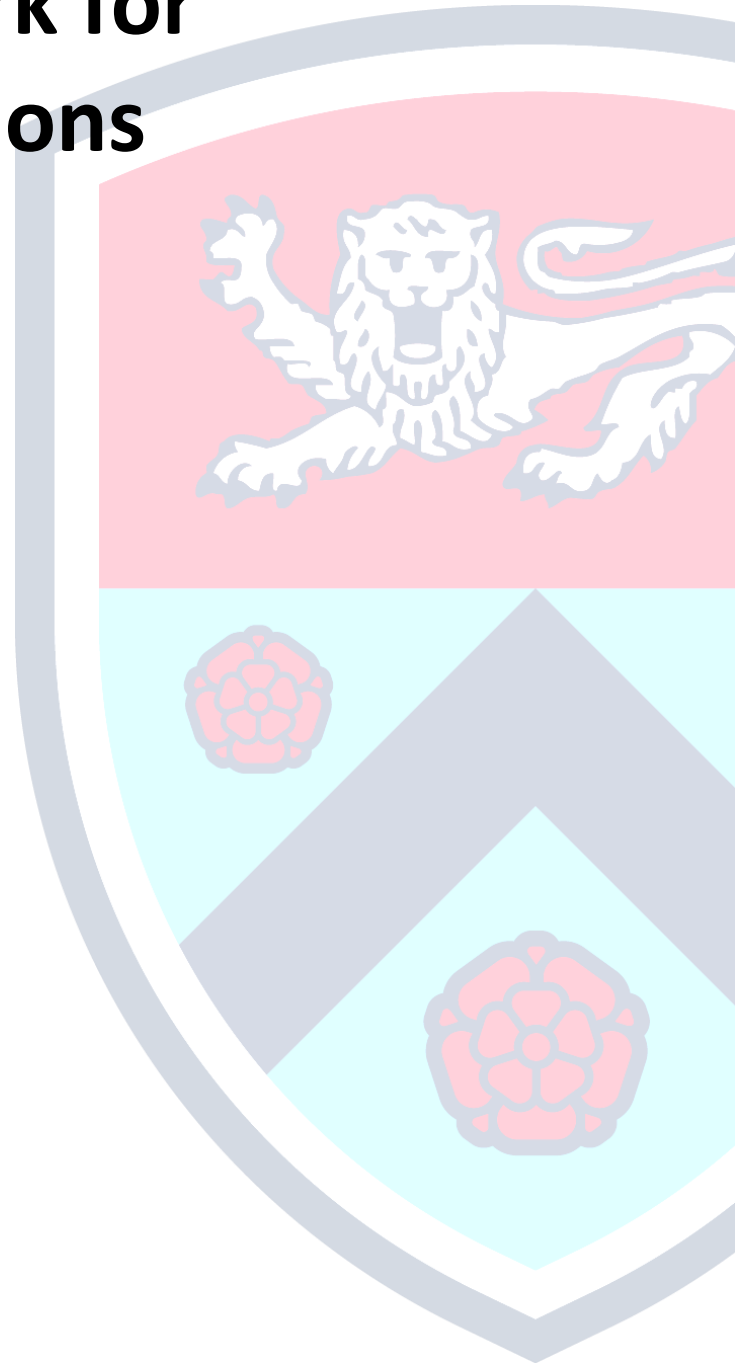




**Carnforth**  
High School

# Appeals Against Internal Assessment of Work for External Qualifications



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**Governors' Committee:** Student Welfare  
**Next Review Date:** April 2025

**Confidence Purpose Respect**

# **Policy On Appeals Against Internal Assessment Of Work For External Qualifications**

## **Rationale**

Carnforth High School is committed to ensuring that whenever its staff assesses students' work for external qualifications, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills and who have been trained in this activity. The centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject.

The consistency of the internal assessment is secured through internal standardisation as necessary.

If a student feels that this may not have happened in relation to their work, they may make use of this appeals procedure.

## **Written appeals procedure**

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the School concerning internal assessment:

- the appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgement themselves; you cannot appeal against the mark or grade only the procedures used;
- the student's parent or guardian must make the appeal in writing to the Principal as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (eg the last GCSE written paper in the June GCSE exam series);
- the enquiry into the internal process will normally be led by the Examinations Officer and the Vice Principal (Curriculum) provided that neither has played any part in the original internal assessment process;
- the teacher making the assessment will be able to respond to the appeal in writing, and a copy will be sent to the appellant;
- the enquiry will consider whether the procedures used for the internal assessment conformed to the published requirements of the Awarding Body and the examinations 'Code of Practice' of the QCDA;
- the appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the Awarding Body;
- the outcome of the appeal will be made known to the Principal and will be logged as a complaint. A written record will be kept and made available to the Awarding Body on request;
- should the appeal bring any significant irregularity to light, the Awarding Body will be informed.

If the appellant is unhappy about the response in writing, they can ask for a personal hearing, where the panel will consist of two persons not previously involved, normally the Principal and a member of the Governing body.

## **Note**

Each Awarding Body specifies detailed criteria for the internal assessment of work. In addition, the Awarding Body must moderate the assessment to ensure consistency between centres. Such moderation may change the marks awarded for internally assessed work. That is outside the control of Carnforth High School and is not covered by this procedure. The final judgement on marks awarded is that of the Awarding Body.

## REVIEWS OF MARKING –

### Centre assessed marks for GCE and GCSE non-examination assessments (NEA)

Carnforth High School 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. Carnforth High School 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. Carnforth High School 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. Carnforth High School will 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.
3. Carnforth High School will, having received a request for copies of materials, promptly make them available to the candidate.
4. Carnforth High School 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.
6. Carnforth High School 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. Carnforth High School 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. Carnforth High School 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. The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

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 Carnforth High School and is not covered by this procedure.