



## Cardinal Langley RC High School

### Internal Appeals Policy and Procedure

#### Policy on Internal Assessments (Coursework Assessments and Controlled Assessments) for Qualifications with JCQ Awarding Bodies.

Cardinal Langley RC High School is committed to ensuring that:

- Assessments are conducted by staff who have the appropriate knowledge, understanding and skills, and who have undertaken training to carry out this activity.
- Students' work is produced and authenticated according to the requirements of the relevant specifications for each subject.
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and/or assessment attend any compulsory training sessions.

#### **Statement for Students:**

If at any stage during your examination courses you have concerns about the procedures used in assessing your internally marked work for public examinations, (e.g. coursework, portfolio, project), you should see the Head of Department as soon as possible.

The Information for Candidates notices regarding GCSE Controlled Assessments and GCE coursework state:

- "The work which you submit for assessment must be your own".
- "You must not copy from someone else or allow another candidate to copy from you".

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 or parent/carer has the right to appeal against any decisions to reject internally assessed work on the grounds of malpractice.

## **Written Appeals Procedure**

The following procedure should be followed if a student wishes to query the procedures used in internal assessment, including cases where a student's work has been rejected on the grounds of malpractice:

- A student or parent/carer wishing to query the procedures used in internal assessment, or the rejection of work on the grounds of malpractice, should contact the Examinations Officer as soon as possible to discuss the appeal, and a written appeal must be received by the school at least two weeks before the date of the last external examination in the relevant subject.
- On receipt of the written appeal an enquiry into the internal assessment will be conducted by the Examinations Officer and the relevant Head of Department. The enquiry will consider whether the procedures used in the internal assessment conform to the published requirements of the Awarding Body.
- The appellant will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the students.

Appeals may only be made against the procedures used in internal assessments and not the marks or grades submitted by the school for moderation by the Awarding Body.

**Policy on External Assessments for Qualifications with JCQ Awarding Bodies (Enquiries about Results-EaRs).**

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

- Contact the subject teacher as soon as possible (at least **5** working days before the published deadline for EaRs) to discuss the mark/grade.
- Students should be aware that EaRs can result in the mark/grade 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.
- If the subject department agrees to support the EaR the department will complete the consent form, obtaining the student's signature, and submit to the Examinations Officer. The subject area will pay for the EaR.
- If the subject department does not agree to support the EaR the student may appeal against the decision. Appeals should be submitted in writing at least **5** working days before the published deadline for EaRs, detailing the reason for the appeal. The appeal will be reviewed by the Examinations Officer and the relevant Head of Department. The outcome of the appeal will be communicated to the student within 24 hours of receipt. The decision is final.
- If the centre does not support the EaR the student may still proceed but all costs involved will be paid by the student before the EaR is submitted to the Awarding Body. Requests should be made to the Examinations Officer before the published deadline for EaRs. If the EaR is successful the fee will be refunded to the student.
- The Examinations Officer will forward the outcome of the EaR to the student as soon as it is made available.