

Policy on Internal Assessments for Qualifications with English and Welsh Awarding Bodies (GCE, GCSE, other qualifications within the National Qualifications Framework)

In accordance with the Code of Practice for the conduct of external qualifications, Sir John Lawes School is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates 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.

Written Appeals Procedure

Each Awarding Body publishes procedures for appeals against its decisions, and the Examinations Officer (Mrs A Jones) will be able to advise students and parents/carers of these procedures.

Appeals may be made to the school regarding the *procedures* used in internal assessment, but *not the actual marks or grades* submitted by the school for moderation by the Awarding Body.

A student or parent/carer wishing to appeal against the procedures used in internal assessments 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 exam in the subject*.

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer and a member of the Senior Leadership Team. This 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 candidate.

Statement for Students:

If at any stage during your exam courses you have concerns about the procedures used in assessing your internally marked work for public exams (e.g. coursework / portfolio / projects / controlled assessments) you should see the Examinations Officer as soon as possible. You cannot question the actual marks awarded by the school and submitted for moderation by the Board.

You must apply in writing to the Examinations Officer at the school at least two weeks before the date of the last external exam in the subject.

The enquiry (which will be into whether the procedures used conform to the published requirements of the Board) will be carried out by the Examinations Officer and a member of the Senior Leadership Team.

The findings will be binding, and the candidate will be provided with a written report of the investigation including details of any relevant communication with the Examination Board and of any steps taken to further protect the interests of the candidates.

Internal Appeals Procedure 1. The grounds for appeal relate only to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and do not apply to the judgement themselves. 2. The appeal must be made in writing to the College's Examinations Officer by 31 May of the year that the controlled assessment was assessed. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer/friend. 3. The Principal will nominate a senior member of staff, normally the Examinations Officer (EO), or Assistant Principal in Assessment to lead the enquiry provided that the EO has played no part in the original assessment process. An experienced Head of Department or School Governor to act as an independent member will also be on the panel. 4. The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed by the end of June of that examination series. 5. The panel's findings will be formally reported back to the candidate/parent/carer at the beginning of July. 6. Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the Awarding Body if required. 5 GCSE Controlled Assessment procedure at Exmouth Community College 1. Controlled Assessment is defined as any

piece of written or practical work which is marked by the College or an external examiner and which contributes to a GCSE Award. 2. Students must read and understand fully the Notice to Candidates from the Joint Council for Qualifications about GCSE Controlled Assessments Regulations (attached). 3. Irregularities in controlled assessment discovered prior to the student signing a declaration of authentication will not be reported to the Awarding Body but dealt with as an internal disciplinary matter. The work will not gain any credit. 4. An irregularity in controlled assessment discovered after the signing of the declaration of authentication by the student will be reported to the Awarding Body which may lead to disqualification from the subject. 5. Controlled assessment must be completed according to the agreed published schedule (see Calendar). 6. All students are given the same and sufficient time to complete the work. Some work is classified as preparation and can be done at home, other work must be completed under examination conditions in class. Heads of Department are responsible for planning appropriate time for all stages of controlled assessment. 7. Students are given clear instructions as to the time and place for completing the work. 8. The final piece of work must be handed in by the student to the designated teacher and not given to another student to hand in. 9. If the student is absent from College on any deadline day, a parent/carer or friend must bring the work to College to be handed in to meet the deadline. 10. If it is impossible to deliver the work to College, the Head of Key Stage must be contacted by phone on the deadline day for advice. 11. If the controlled assessment has not been completed by the deadline, the incomplete work must be handed in on the deadline day to receive a mark. There will be no further opportunity to complete this work for an improved mark. 12. Normally there will be no extension of a controlled assessment deadline if a student is absent for a day or two during the period that the controlled assessment is being completed. 13. If there are any special circumstances e.g. a school exchange, play rehearsals or a prolonged absence covered by a medical certificate, there is a possibility of an extension but this must be negotiated with the Head of Year or Deputy Principal. A letter / note will be sent to the parents and Head of Department parents to confirm the extension.

Controlled assessment Appeals Procedure

1. The Joint Council for Qualifications Code of Practice requires schools to have a published appeals procedure relating to internal assessment decisions.
2. The grounds for appeal relate only to the procedure used in arriving at internal assessment decisions and do not apply to the judgements themselves.
3. Appeals must be made in writing by 31 May of the year that the work was assessed to Mrs C Cunningham The Examinations Officer.
4. The appeal will be considered by a 3 person appeals panel consisting of the Exams officer or Assistant Principal ic Assessment with a Governor and Head of KS or Deputy Head I.C curriculum. This policy should be read in conjunction with the Equality Policy. No one will unlawfully be disadvantaged on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity, sexual orientation, religion or belief under the operation of this policy.