

Cedars Academy

Internal Appeals Policy

May 2019 – July 2020

Reviewed: May 2019

Next review date: July 2020

Mission statement

*Ours is a community of learning, where secure partnerships create opportunities for students, staff, governors, parents and carers alike to participate and grow to become intellectually, emotionally and socially **fit for life**.*

Policy on Internal Assessments for Qualifications with English Awarding Bodies (GCSE, ELC, Key Skills, Other qualifications within the National Qualifications Framework)

In accordance with the Code of Practice for the conduct of external qualifications produced by the QCA, Cedars School & Sports College is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
- Assessment evidenced 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 assessment attend any compulsory training sessions organised by the Awarding Bodies.

Written Appeals Procedure

1. Appeals made to the Examining Body

Each Awarding Body publishes procedures for appeals against its decisions and the Examinations Officer will be able to advise students and parents of these procedures. Candidates and their parents/carers are advised that they can request an appeal against a coursework mark. The examinations Officer, Mr Flowers is able to offer advice about the Awarding Bodies' Enquiries about Results services.

There is a procedure for cases where the school supports a request for an enquiry such as a remark, which will mean the school pays for the remark. This will involve asking the candidate and their parent/carer to sign a form giving permission for a remark of the work. Candidates and their parents/carers will be made aware of the possibility that the remark could go down as well as up.

In exceptional cases there may be an instance when a candidate and parent/carer wants a script remarked but the school does not support the remark. This is usually when the school knows that the candidate's mark is way below the next grade boundary mark. The school may also think that generally candidates have done as well as expected, and that this candidate has got the right grade. If the school does not support the request for a remark, it will send the request to the Awarding Body if the candidate and parent/carer are prepared to pay for

the remark. The school has a procedure of discussing the request with the subject teacher and examinations officer, Mr Flowers, before an unsupported request goes forward.

Statement for pupils and their parents/carers

"If you have concerns about the assessment of internally marked work for public exams (coursework / portfolio / projects) you should contact the school and discuss those concerns with Mr Flowers as soon as you receive those marks"

2. Appeals made to the School

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 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 HM at least two weeks before the date of the last written examination in the subject.

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer and a designated member of the School's Senior Management Team. This will consider whether the procedures used in the internal assessment conformed 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 candidates.

Statement for pupils

"If at any stage during your exam course you have concerns about the procedures used in assessing your internally marked work for public exams (coursework / portfolio / projects) you should see the Examinations Officer, Mr Flowers, as soon as possible."

Statement for parents

"If at any stage during your son/daughter's exam course you have concerns about the procedures used in assessing internally marked work for public exams (coursework / portfolio / projects) you should contact the Examinations Officer, Mr Flowers, as soon as possible."

UNCRC Reference: Articles 28, 29

To be reviewed in July 2020

MOR
Examinations Officer

Cedars Academy