

SHERRARDSWOOD SCHOOL

GCE AND GCSE INTERNAL ASSESSMENT DECISIONS APPEALS POLICY.

This policy covers controlled assessment and coursework undertaken and/or marked within the centre.

It forms part of the policy on Controlled Assessment and can be found with the other documentation in Teachers Only/Controlled Assessment.

This policy will be made available to all students in Get Work Here.

1. The centre shall have a written appeals policy in line with the 'Guidance For Centres from JCQ, Instructions For Conducting Controlled Assessment from JCQ' and the 'Code of Practice from Ofqual'.
2. The centre will have a written appeals procedure relating to internal assessment decisions.
3. All candidates at the centre shall have access to a copy of the internal appeals' procedure. This will be available to candidates in Get Work Here. Candidates will be informed about this document in the Examinations' Officer's first entry letter of each examination year.
4. The Examinations' Officer will manage internal appeals, including the dissemination of information about the procedures. The Headmistress will be made aware of the existence and outcome of all internal appeals.
5. Appeals will be heard by a member of the Senior Leadership Team; The Examinations' Officer; and the Head of Subject.
6. The candidate may be supported by a parent, guardian, or friend, who will be informed of the appeal.
7. A written record of all appeals will be maintained by the centre.
8. The written record will include the outcome of the appeal and reasons for that outcome. A copy will be sent to the candidate.
9. Candidates may have access to:
 - The marks awarded to them by the centre for an internal assessment. Candidates will be informed that these marks are subject to moderation by the awarding body and may be subject to change.
 - All comments recorded by the centre relating to their internally assessed work
 - Any correspondence between the centre and the awarding body relating to their internally assessed work
 - Information, if available at the time of the appeal, as to whether their work was sampled by the awarding body
 - The moderated mark given by the awarding body, if known
 - Relevant awarding body procedures for the conduct of internal assessments

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10. Appeals will include a review of the procedures used by the centre to award marks for internal assessments and will consider whether those procedures are in conformity with the published requirements of the awarding body, the Ofqual Code Of Practice and the JCQ Guidance for Centres.
11. Candidates wishing to appeal should be aware that:
 - All internally assessed work is marked by teachers according to assessment criteria published by the awarding bodies
 - All internally assessed work is subject to moderation by the subject department and then by the awarding body
 - Teacher decisions may be amended at any point during the moderation process
12. Any appeal should be made before work is sent for external moderation, as the centre may not be able to guarantee access to the work after this date.
13. The centre will inform the awarding body of any outcome from an appeal which has implications for the conduct of the examination or the issue of results at the centre.
14. Full details of the appeal will be kept on file and made available to the awarding body on request.
15. This policy will be reviewed and updated annually in the light of any changes made by the awarding bodies, Ofqual, JCQ or the centre.

David Johns, Examinations' Officer 05.08.10