

## **Nunthorpe Community School**

### **Policy on Internal Assessments for Qualifications with English Awarding Bodies**

In accordance with the Code of Practice for the conduct of external qualifications produced by the QCA, Nunthorpe 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.
- The School will comply fully with the JCQC guidelines (overleaf)

### **Written Appeals Procedure**

Each Awarding Body publishes procedures for appeals against its decisions, and the Examinations Officer will be able to advise pupils and parents 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 pupil 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 School at least two weeks before the date of the last external exam in the relevant subject(s).

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer, Deputy Headteacher (Curriculum) and one other senior member of staff not involved with the internal assessment decision. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.

The School will allow the appellant to be supported by a parent/guardian/friend at the presentation of their case.

The appeal decision will be recorded and filed. 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 courses you have concerns about the procedures used in assessing your internally marked work for public exams ( e.g. coursework / portfolio / projects) you should see the Examinations Officer as soon as possible".

**Joint Council for General Qualifications (AQA Edexcel OCR CCEA WJEC)**  
**Internal Appeals Procedures**  
**Guidance for Centres**

The GCSE, GCSE in vocational subjects, GCE, VCE and GNVQ Code of Practice produced by the Regulatory Authorities is designed to promote quality, consistency, accuracy and fairness in assessment and awarding. Awarding Bodies have agreed to implement the Code of Practice in full.

The code places a responsibility upon the Awarding Bodies to require centres offering their examinations to commit themselves to ensuring that "published appeals procedures relating to internal assessment decisions are made widely available and accessible to all candidates" (Code of Practice Section 2: Awarding Bodies' relationships with centres, paragraph 19(ix)). The following represents the minimum requirements for appeals against internal assessment decisions which the Awarding Bodies expect centres to have in place. These requirements relate to internal assessments conducted by a centre and submitted to an Awarding Body to contribute to a GCSE, GCSE in vocational subjects, GCE, VCE or GNVQ award.

1. A centre should have a written appeals procedure.
2. All candidates should be informed that an appeals procedure relating to internal assessment decisions exists within the centre.
3. All candidates at the centre should have access to a copy of the internal appeals procedure.
4. The Head of centre should nominate a senior member of staff to manage internal appeals, including the dissemination of information about the procedures. The Head of centre should be made aware of the existence and outcome of all internal appeals.
5. Appeals should be considered by at least three people, at least one of whom has not been involved in the internal assessment decision.
6. The centre should allow the candidate to be supported in the presentation of their case by a parent/guardian/friend.
7. A written record of all appeals should be maintained by the centre.
8. The written record should include the outcome of an appeal and include reasons for that outcome. A copy should be sent to the candidate.
9. All candidates should be able to gain access to:
  - the marks awarded to them by the centre for an internal assessment .
  - 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 to the work by the Awarding Body, if known . relevant Awarding Body procedures for the conduct of internal assessments
10. Appeals should include a review of the procedures used by the centre to award marks for internal assessments and should consider whether those procedures were in conformity with the published requirements of the Awarding Body and the Code of Practice.
11. All internal appeals should have been considered and resolved by the date of the last externally assessed paper of the series (e.g. by the end of June for the summer series). Any difficulties in meeting this deadline should be raised with the Awarding Body.
12. The centre must 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.
13. Full details of any appeal must be made available to the Awarding Body on request.