

## **ARRANGEMENTS FOR INTERNAL APPEALS ABOUT INTERNAL ASSESSMENT OF GCSE/GCE COURSEWORK**

This procedure document is produced in accordance with the JCQ Code of Practice and is designed to support Channing School's equal opportunities policy and to ensure quality, consistency and fairness in assessing and awarding.

- Channing School is committed to ensuring that whenever candidates' work is assessed for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned.
- Assessments will be conducted by staff who have appropriate knowledge, understanding and skills.
- Candidates will be issued with written advice about the production of coursework, including final deadlines for each piece of coursework.
- It will be ensured that all candidates within a subject area be given the same amount of time to produce coursework and that this time is adequate and appropriate.
- Where a set of work is divided for assessment between different members of staff, consistency will be assured by internal standardisation. Staff responsible for internal standardisation will attend any compulsory training sessions.
- Each Awarding Body publishes its arrangements for appeals against its decision. In addition, an appeal can be made to the School concerning the internal assessment. Appeals may be made only against the process that led to the assessment and not against the mark or grade.
- The Awarding Body moderates the assessed coursework and a final mark is awarded. This final mark is the responsibility of the Awarding Body and is out of the control of the School. As such it is not covered by this procedure.

### **Responsibilities of the Candidate:**

- To produce coursework that has been authenticated as original work in accordance with the JCQ document on coursework.
- To meet all deadlines issued. A mark of zero may be awarded for any final deadline missed.

## **APPEALS**

Candidates should speak to the relevant Head of Department or The Director of Studies should they have any concerns about internal assessment of their work. If discussion fails to resolve the matter, there is a formal appeals procedure as detailed on page 2. It should be pointed out, however, that this procedure is only normally required when all other mechanisms within the school have failed to resolve the matter. It is the final stage in the process of considering and resolving disputes and it is expected it will be used only in exceptional circumstances.

## **INTERNAL ASSESSMENT PROCEDURE- APPEALS**

- This is to let you know how to appeal about the procedures used in internal assessment for work that contributes to a GCSE/GCE award.
- The Candidate is reminded that this procedure does not apply to the judgement made of the value of the work itself.
- The procedure will be supervised by The Director of Studies. The Headmistress will be aware of the details of all appeals in progress, and advised of their outcome.
- Any appeal will be considered by at least three members of Channing School staff, including The Director of Studies or The Examinations Officer.
- You will be allowed to be supported in the presentation of your case by a parent, guardian, or friend.
- A written record of all Appeals will be held by The Examinations Officer. This will include a record of the outcome, including the reasons for that outcome. A copy will be sent to you.
- All Appeals will include a review of the procedure used at Channing School to award marks for internal assessments to ensure that this complies with the requirements of the Awarding Body and the published Code of Practice.
- Any Appeal must be made in writing, addressed to The Director of Studies, by 31<sup>st</sup> May of the academic year in which the work is to be submitted to the Awarding Body. An internal Appeal will be resolved by 30<sup>th</sup> June of the same year.
- The Candidate will receive a written response to the Appeal. If she is not happy with the written response she will have the opportunity to have a personal hearing with the option of being accompanied by a parent, guardian or friend. The panel will comprise at least two individuals who have not previously dealt with the particular case, including a member of the Senior Management Team.
- Channing School will inform the Awarding Body of the outcome of any Appeal which has implications for the conduct of examinations or the issue of results and full details of any Appeal will be made available to the Awarding Body on request.