

St. Augustine of Canterbury CHS

INTERNAL ASSESSMENT APPEALS POLICY

In accordance with the Code of Practice for the conduct of external qualifications produced by QCA, St Augustine of Canterbury Catholic High School is committed to ensuring that:

- Whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.
- Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. St. Augustine of Canterbury CHS is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.
- Staff responsible for internal standardisation attend any compulsory training sessions.

St. Augustine of Canterbury CHS will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the School concerning internal assessment:

- the appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the mark or grade itself;
- The parent/carer must make the appeal in writing to the School's Examinations Officer: appeals should normally be made before the end of the first week in May for examinations in the summer series. This deadline may be extended in exceptional circumstances in situations where the controlled assessment/coursework marking and moderation schedule extends beyond this time.

The Head Teacher will nominate a senior member of staff, to lead the enquiry provided that they have played no part in the original assessment process. An experienced Subject Leader or School Governor to act as an independent member will also be on the panel;

- the teacher making the assessment will be able to respond to the appeal in writing, and a copy will be sent to the complainant;
- the enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body and the 'Code of Practice'.
- St. Augustine of Canterbury CHS will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
- St. Augustine of Canterbury CHS will, having received a request for copies of materials, promptly make them available to the candidate.
- St. Augustine of Canterbury CHS will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.

- St. Augustine of Canterbury CHS will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing.
- St. Augustine of Canterbury CHS will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
- St. Augustine of Canterbury CHS will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
- St. Augustine of Canterbury CHS will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

The complainant will be informed in writing of the outcome of the appeal, including:

- relevant communications with the Awarding Body;
- Any steps taken to further protect the interest of the candidates.
- The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

If the complainant is unhappy about the response in writing, s/he can ask for a personal hearing, where the panel will consist of two persons not previously involved, normally the Head Teacher and a member of the Governing body.

Enquiries About Results (Re-marks)

In cases of Enquiries About Results, where the school does not uphold a request for such an enquiry, the student may normally pay to have an enquiry carried out. Where the student wishes to challenge the decision not to hold an enquiry or consequent appeal, a similar procedure to that mentioned above will be carried out.

Note:

Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgement on marks awarded is that of the awarding body. Appeals against matters outside the School's control will not be considered in the School's appeals procedure.

The existence of this procedure is made known to students and their parents/carers and a copy is available on the school website and on request from the Examinations Officer.

Equality Impact Assessment

Title of Policy, Decision, Practice or Programme:

Department:

Responsible Officer:

Date Completed:

Date Review Required:

- 1. Aims:** Please identify the main aims of the policy, decision or function?

- 2. Impact upon different sections of the School / Community / Staff Groups:**
It is essential that policies, decisions, practices and programmes advance equality of opportunity and foster good relations within the community, and do not leave the School vulnerable to discrimination claims.

Equality Strand	Issue	How will this be taken into account?
General Issues	No issues	
Age	No issues	
Disability – Including Carers	No issues	
Sex (Gender)	No issues	
Transgender	No issues	
Race (Ethnicity)	No issues	
Pregnancy and maternity	No issues	
Religion or Belief	No issues	
Sexual Orientation	No issues	
Community Cohesion	No issues	

3. Indirect discrimination

Are there any rules or requirements in the policy / decision that:

- a Can be met by a considerably smaller proportion of people from a particular section of the community?
- b Is to the disadvantage of that group?
- c Cannot be justified by the aims and importance of the policy?

If all three conditions apply then there may be evidence of indirect discrimination.

No

4. Publishing the results of the assessment:

Decisions This Equality Impact Assessment Report must be used to inform the Decision. Attach the Equality Impact Assessment Report as an appendix in the Decision documentation.

Policy This Equality Impact Assessment Report must be used to inform Policy development. Attach the Equality Impact Assessment Report as an appendix in the published Policy.

Practices and Programmes The Equality Impact Assessment Report must be used to inform Practice and Programme development. Attach the Equality Impact Assessment Report as an appendix in the Practice or Programme documentation.