



# **POLICY FOR INTERNAL APPEALS AGAINST INTERNAL ASSESSMENTS IN EXTERNAL QUALIFICATIONS (Senior School)**

(This policy is available on the website or on request)

Many GCSE, IGCSE and GCE courses include some elements of work which are assessed through coursework or one or more controlled assessments. These units of work may be assessed in two ways:

**INTERNALLY** - by the subject teacher and department, i.e. centre assessed work.

**EXTERNALLY** - by a moderator appointed by the awarding body. In this case the subject teacher will play no part in assessing the work.

## **Internal Assessments for External Qualifications**

QE is committed to ensuring that whenever its teaching staff assess the work of candidates for external qualifications, 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, and who have been trained in this activity. The work of candidates must be produced and will be authenticated according to the requirements of the awarding body. When assessment of a piece of work is divided among several staff, consistency will be maintained by internal moderation and standardisation. Once this has been completed, a sample of the marked work will be sent to an external moderator appointed by the awarding body who will check the quality of the marking procedures. At this point the moderator can amend the original centre marking if necessary. It should be noted that marks may be adjusted up as well as down. This is beyond the control of the School.

If a candidate feels that these procedures have not been carried out in relation to his work he should first discuss the matter with the Head of Department. If the problem cannot be resolved in this way, the candidate may use the formal appeal procedure described below. Appeals may be made only against the procedures that led to the assessment and not against the mark or grade.

## **Notification of Provisional Results**

Pupils (and indirectly parents) will be given a clear indication of their performance in these internal assessments before coursework/assessment marks are submitted to the exam

board. Pupils will be reminded that this indicator of performance is not a final mark, nor a predictor of a final grade.

### The Appeal Procedure

1. 

The parent or guardian of the candidate, but not the candidate acting alone, must write to the Headmaster. The application must be made as soon as the circumstances become known and always before the date of the first written paper of the examination series.
--

↓
2. 

The Headmaster will ask a senior member of staff and another experienced member of the teaching staff, not directly involved in the assessment in question, to conduct the appeal.
--

↓
3. 

The teachers who conduct the appeal will decide whether the procedures used for the internal assessment conformed to the requirements of the awarding body and the QDCA Code of Practice.
---

↓
4. 

The outcome of the appeal will be reported in writing to the parents or guardian of the candidate before the last written paper of the examination series. Any changes made to the assessment of the work, any changes made to improve the School's application of the procedures, and any correspondence with the awarding body will also be reported.
---

↓
5. 

The outcome of the appeal will be logged as a complaint under the School's complaints procedure. The School will notify the awarding body of any outcome of the appeal that has implications for the conduct of the examination or the issue of results. A written record of the appeal will be kept and must be made available to the awarding body at their request.
--

### Notes

1. Appeals against the marking of externally-assessed examination components are dealt with after the publication of results according to procedures published by the awarding bodies. (see QEH **External Examinations Policy**)
2. More information about the awarding bodies' procedures may be obtained from the School's Examinations Officer.

## **Malpractice**

### Pupil malpractice:

The Headmaster will report to the appropriate awarding body at the earliest opportunity all suspicions or actual incidents of malpractice.

If the irregularity is discovered prior to the pupil signing the declaration of authentication form any alleged malpractice will be investigated internally and the outcome will be recorded on the authentication form supplied by the awarding body.

If the irregularity is identified after the candidate has signed the declaration of authentication, the Headmaster will submit full details of the case to the relevant awarding body at the earliest opportunity.

The Headmaster will supervise all investigations resulting from an allegation of malpractice.

The Headmaster will ensure that if it is necessary to delegate an investigation to a member of staff, the member of staff chosen is independent, and not connected to the department involved in the suspected malpractice.

All examination candidates have been given a copy of the JCQ notice *Information for candidates Coursework Assessments*.

### Teacher malpractice:

The school will carry out an investigation where it is suspected that a teacher has helped a pupil with their coursework or controlled assessment beyond the guidelines contained within each specification.

Where there is malpractice it will be dealt with under the disciplinary policy of the school and the awarding body will be informed.

*Reviewed  
12/10*