

## ST BEDE'S SENIOR SCHOOL APPEALS POLICY ON INTERNAL AND CONTROLLED ASSESSMENTS FOR EXTERNAL QUALIFICATIONS

Internal appeals procedures relate exclusively to assessments made within the School. The school is committed to ensuring that, whenever its staff assesses students' work for external qualification; this is done fairly, consistently and in accordance with the specification for the qualification concerned.

If students believe that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

In accordance with the Code of Practice for the conduct of external qualifications produced by QCDA/DfE, St Bede's School is committed to ensuring that:

- Internal and controlled assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
- Assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification;
- The consistency of the internal and controlled assessment is secured through internal standardisation as necessary;
- All staff responsible for internal standardisation attend any compulsory training sessions.

### What is included?

A description of relevant terms:

#### *Controlled Assessment Tasks (CATs)*

Are tasks or assignments set either by the Awarding Body or the centre to assess subject-related skills, with defined control levels for each stage. CATs replace coursework in the new GCSEs and the majority are internally assessed.

#### *Controlled conditions*

This term describes time outside the main examination period when candidates complete work under supervision.

#### *Coursework/Portfolio*

These are tasks undertaken by candidates according to the requirements of a prescribed component of a qualification specification. These are normally marked by the candidate's own teacher according to the awarding bodies' criteria. This work is then standardised within the centre and then moderated by the awarding bodies.

#### *Coursework/Portfolio Internal Standardisation*

A meeting is held to ensure that teachers within a centre or group of centres apply the same standards in assessing their candidates' work. If a coursework/portfolio

internal standardisation meeting is arranged by an awarding body, attendance by at least one teacher from a centre may be a mandatory requirement

## Responsibilities

This policy will be implemented by:

John Tuson - Deputy Head (Academic)  
Sally Lawson-Cruttenden - Examinations Officer  
Gareth Parfitt - Controlled Assessment Co-ordinator.

Other academic staff will be involved as appropriate.

## Written appeals procedure

Each awarding body publishes its arrangements for appeals against its decisions. Details of such procedures are available on the awarding body websites and the School website. In addition, a written appeal can be made to the School concerning internal and controlled assessment, as follows:

The appeal applies only to the procedures used in arriving at internal and controlled assessment decisions and does not apply to the judgement themselves; you cannot appeal against the mark or grade only the procedures used.

The parent or guardian must make the appeal in writing to the School's Examinations Officer: appeals should normally be made by 16<sup>th</sup> April for examinations in the summer series. This deadline may be extended in exceptional circumstances in situations where the coursework and controlled assessment marking and moderation schedule extends beyond this time.

The following information should be included in the appeal:  
The specific nature of the complaint including: subject, awarding body, nature of the coursework/assessment, relevant dates;  
Details of any less formal attempts made to resolve matters - including dates, names of any staff who were involved, and outcomes.

The enquiry into the internal process will normally be led by the Examinations Officer and the Deputy Head (Academic), provided that neither has played any part in the original internal or controlled assessment process.

The teacher making the assessment will be able to respond to the appeal in writing, and a copy will be sent to the appellant.

The enquiry will consider whether the procedures used for the internal and controlled assessment was in compliance with the published requirements of the relevant Awarding Body and the Joint Council for Qualifications Code of Practice.

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

- Relevant communications with the awarding body concerned.

- Any steps taken to further protect the interests of the candidate.

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

The School will inform the relevant awarding body of any change of mark to internally assessed work that results from an appeal via the Examinations Officer.

### **Enquiries About Results (Re-marks)**

In cases of post-results enquiries, where the School does not uphold a request for such an enquiry, should the student wish to challenge that decision, a similar procedure to that described 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.

### **Monitoring Arrangements:**

The Controlled Assessment Co-Ordinator (Gareth Parfitt) will submit an annual report to the Senior Management Team on how well the arrangements for controlled assessment are functioning within the School.

The Examinations Officer (Sally Lawson-Cruttenden) will submit an annual summary report to the Senior Management Team on any appeals against internal assessment that have been made.

### **Sources of Further Information:**

<http://www.jcq.org.uk/attachments/published/1482/Coursework%20ICC%201112.pdf>

<http://web.aqa.org.uk/support/assessment.php?id=03&prev=>

<http://www.ocr.org.uk/qualifications/type/gcse/controlled/index.aspx>

### **Dates and Reviews:**

This policy was drawn up in November 2011 by Sally Lawson-Cruttenden, Examinations Officer. It will be reviewed annually and revised as appropriate in line with changes in examination administration.