

ST COLUMB'S COLLEGE

INTERNAL APPEALS PROCEDURES RELATING TO INTERNAL ASSESSMENT DECISIONS

February 2018

Introduction

- 1) These internal appeal procedures have been drawn up in accordance with requirements placed on centres by the Joint Council for General Qualifications on behalf of the Awarding Bodies. The procedures relate to internal assessments conducted by St Columb's College, Derry (Centre 71865) and submitted to an Awarding Body to contribute to GCSE, GCE and VCE Awards. It is hoped that most issues and problems relating to any internal assessment decision can be resolved without recourse to this procedure. All candidates will be informed that this procedure exists and have access to a copy of this Procedure. Reference to this appeals procedure will be made in the examinations policy of the school and published in the school prospectus.
- 2) St Columb's College is committed to ensuring that whenever its staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the examinations board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a student believes that this may not have happened in relation to his work he may make use of this appeals procedure.

- 3) St Columb's 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.
- 4) St Columb's 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.
- 5) St Columb's will, having received a request for copies of materials, promptly make them available to the candidate.
- 6) St Columb's will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- 7) St Columb's 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.

- 8) St Columb's 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.
- 9) St Columb's 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.
- 10) St Columb's will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- 11) St Columb's will inform the candidate in writing of the outcome of the review of the centre's marking.
- 12) 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 in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

13) Under this procedure all candidates shall 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

Appeals Panel

14) Mr T Bradley, Vice-Principal is nominated by the Principal to manage internal appeals, including the dissemination of information about these procedures. Mr T Bradley, Vice-Principal will make the Principal aware of the existence of any appeals and the outcome of all internal appeals.

15) Any appeal will be dealt with by a panel of three people viz

- (i) Mr T Bradley, Vice-Principal (or his delegate)
- (ii) The Head of relevant Subject

(iii) The subject teacher, who assessed the work.

16) At least one member of the appeals panel shall not have been involved in the internal assessment decision.

Procedures

17) The candidate should make the appeal in writing to Mr T Bradley, Vice-Principal. He may be supported in the presentation of the appeal by a parent/guardian/friend. Notification of appeal should include the following information:

- (a) name and examination number of the candidate
- (b) title of the subject and level of coursework/controlled assessment (or other internal assessed component)
- (c) date of final submission of the coursework/controlled assessment (or other internal assessed component)
- (d) a full description of the reason(s) for the appeal.

18) Mr T Bradley, Vice-Principal will, as soon as possible, inform the other members of the Appeals Panel in writing and fix a date for the appeal. The Centre will endeavour to make and report in writing decisions regarding appeals within 14 working days of the date of receipt of the notification of appeal.

19) In considering the appeal, the panel shall take account of all the procedures used by the centre to award marks for the coursework/controlled assessment (or other internal assessed component) and will consider whether these procedures were in conformity with the published requirements of the Awarding Body and the Code of Practice. The centre will keep a written record of the appeal including the outcome and reasons for that outcome. A copy will be sent to the candidate.

20) The centre will 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. Full details of any appeal will be made available to the Awarding Body on request.

21) All appeals will have been considered and resolved by the date of the last externally assessed paper of the series (eg by the end of June for the summer series). Any difficulties in meeting this deadline will be raised with the Awarding Body.