



The  
Bulmershe  
School  
INSPIRING POTENTIAL  
ACHIEVING TOGETHER

# THE BULMERSHE SCHOOL

## APPEALS POLICY and PROCEDURE

DATE	20 <sup>th</sup> September 2018
Reviewed by:	L Stout Examinations Manager
Approved by:	C Coniam School Business Manager

# APPEALS POLICY

## INTERNAL ASSESSMENTS FOR EXTERNAL QUALIFICATIONS

### **Reviews of marking policy - centre assessed marks (GCSE controlled assessments, GCE coursework,**

### **GCE and GCSE non-examination assessments and Project qualifications)**

The Bulmershe 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. The Bulmershe school 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.

1. The Bulmershe school 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.
2. The Bulmershe school 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.
3. The Bulmershe school will, having received a request for copies of materials, promptly make them available to the candidate.
4. The Bulmershe school will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. The Bulmershe school 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.

6. The Bulmershe school 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.
7. The Bulmershe school 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.
8. The Bulmershe school will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The Bulmershe school will inform the candidate in writing of the outcome of the review of the centre's marking.
10. 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.

If a student feels that this has not happened in relation to their work, the appeals procedure should be followed.

# APPEALS PROCEDURE

## INTERNAL ASSESSMENTS FOR EXTERNAL QUALIFICATIONS

### **Reviews of marking policy - centre assessed marks (GCSE controlled assessments, GCE coursework,**

### **GCE and GCSE non-examination assessments and Project qualifications)**

#### Step 1

- Ask the subject teacher to explain how the mark was determined
- If not satisfied with this explanation, discuss with the Subject Leader

#### Step 2

- If the student still does not accept the mark which has been awarded, an appeal must be submitted on the Internal Assessment Appeal Form available from the Examinations Manager

#### Step 3

- The Examinations Manager will organise a panel to hear the appeal which will consist of the Subject Leader, a member of the Senior Leadership Team and the Examinations Manager. If the Subject Leader is the teacher who awarded the disputed mark, another member of the department will take the place on the panel

#### Step 4

- The Subject Teacher involved will be given a copy of the written appeal and provide a written response to the panel, a copy of which will be given to the student

#### Step 5

- The student will be given at least two days notice of the date of the hearing. The student may be accompanied at the hearing by a parent/carer or friend

#### Step 6

- A written record of the appeal will be maintained, including the outcome of the appeal and the reason for that outcome. A copy will be sent to the student
- All appeals must be resolved by the last day for submission of internally assessed marks. Following submission of the marks to the exam board, no further internal appeals can be made.

- All Appeals will include a review of the procedure used at The Bulmershe 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.
- The Head Teacher will be informed of the outcome of all appeals

The Subject Leader must advise students that after work has been assessed internally, it is moderated by the Awarding Body to ensure consistency between Centres. Such moderation may change the marks awarded for internally assessed work. This is outside the control of The Bulmershe School and is not covered by this procedure. The Examinations Manager will be able to provide a copy of the appeals procedure of the relevant awarding body if required.