



KIMBOLTON SCHOOL

INTERNALLY ASSESSED COURSEWORK APPEALS PROCEDURE

Introduction

All exam coursework (CW) is assessed through a rigorous system of marking and moderation that results in the marks submitted to the Awarding Body being highly reliable and an accurate summary of the work you have produced. This system involves the initial marking of individual tasks, usually by your subject teacher, in accordance with the mark scheme used for all CW in that subject. A sample of work from each teacher of that subject is then re-marked by another teacher from that department in a process called Internal Moderation that is overseen by the Head of Department. The Head of Department then collates the marks from your various pieces of work, in accordance with aggregation rules laid down by the Awarding Body, to produce your final submitted mark.

You should understand that the principal responsibility of the department is to arrive at a set of CW marks that is *internally consistent*. That is, the marks accurately place the candidates in the correct *rank order*. The marks are then subjected to a further process, called External Moderation, in which the manner in which the school awards its marks in each subject is standardised across all schools by the Awarding Body itself. Whilst the marks are usually ratified, this process can occasionally result in all or some of the marks for that subject being adjusted up or down.

Procedure

The Awarding Body gives you the right to appeal against your final submitted internally moderated mark, if you have clear grounds to believe that it has been awarded inaccurately. The procedure is as follows:

1. Whilst CW is still being carried out, all marking and marks awarded are confidential within the department, and you cannot ask to see how your work is being assessed.
2. However, once all deadlines have passed and your final, internally moderated, mark is known, it will be made available to you by your subject teacher. At that stage you can ask to see how your work has been marked and how the final mark has been calculated. You should ask your teacher, or the Head of Department, to explain to you any points of uncertainty that arise from this. *Please note that you cannot, at this stage, make any alterations to your work.* The following statement is issued to pupils at this stage and a two week 'appeals window' is opened.

Coursework Marks Returns Protocol and Right to Appeal Statement to Pupils

Issuing coursework marks to pupils and informing them of their right to appeals requires a common procedure/statement for all departments/teachers to follow.

Candidates need to be informed of their right of internal appeal as set out in the internal appeals procedure. This should be done when pupils are being told their coursework marks. The appeals procedure is available to pupils and parents on the school website and parents and pupils have received a letter explaining this at the start of the school year for all exam year groups.

Candidates are informed of their CW marks once internal marking and moderation has been done. Students are told their marks individually. The following statement is then read out to the class.

'You have received your coursework marks today. These have been marked and moderated by departments to ensure you have a right and fair result in line with mark schemes and consistency across different classes. Your teachers make every effort to award the right level of marks for the coursework submitted. Our record of accuracy as a school with the exam boards on this is very good. You do, though, have the right to appeal against your coursework moderated mark if you feel that the marking procedures have not been followed and a serious injustice has occurred. You have two weeks from today to make an appeal. In the first instance, you should speak with the relevant teacher and/or head of department if you need your coursework marks and the marking procedure explained to you more fully. Following any internal appeal your coursework mark may stay the same or be adjusted up or down. Your coursework is also subject to external moderation where your internally awarded mark can be adjusted either up or down. The procedure for the internal appeals process is on the school website under academic policies.'

1. If you think that the procedure for awarding marks and moderation has not been followed then you should write to the Deputy Head (Academic) to request the initiation of an appeal hearing within the two week 'appeals window'. This letter must be signed by a parent or guardian.
2. (Note that you cannot appeal against the mark or the mark scheme itself; that is dealt with by the External Moderation procedure that follows later).
3. Appeals cannot be held before the final CW deadline in that subject, and they must be concluded by the last written paper of that examination session. They can be requested at any time within the two week 'appeals window' following the issuing of coursework marks to pupils.
4. The appeal hearing will be held within 7 days of receipt of your letter. The panel will normally consist of the Deputy Head (Academic) (who will chair the proceedings), the Examinations Officer, the relevant Head of Department and one other teacher from that department. An external subject teacher/HoD may be called upon if no one is available within school. One of these members of staff will be the teacher who carried out the initial assessment of your CW. You should be supported at the hearing by a parent or relative.
5. The appeal hearing will proceed according to the following format:
6. In advance of the meeting, the Head of Department must arrange for copies of all relevant paperwork to be available to hand out to all those involved at the hearing. This will include the published requirements of the Awarding Body, the departmental mark schemes, all the marked CW of the candidate in question. Representative samples of the work of at least three other candidates (one of comparable achievement, one of higher achievement and one of lower achievement) may be used at the meeting by the Deputy Head (Academic) to verify standards.
7. At the meeting, the Head of Department will start by outlining, in general terms, what the departmental procedures are and the requirements of the Awarding Body. If the Deputy Head (Academic) is not satisfied that the correct procedures have

- been followed then all the work in that subject will have to be re-assessed and a report made to the Awarding Body.
8. You will then be asked to outline the basis of your concerns and to explain why you think the departmental marking and moderation procedures have not been applied fairly to your coursework.
 9. Next, the head of department in charge of marking and moderation procedures will explain how the process was followed. Reference can be made to the records and work of other candidates as outlined above, with the aim of demonstrating consistency in the following of marking and moderation procedures.
 10. Your CW may then be re-moderated by members of staff of that department, giving full reasons to the meeting for all decisions. The Deputy Head (Academic) will ensure that procedures are being correctly.
 11. Finally, confirmation or otherwise about procedure being followed will be determined and communicated by the Deputy Head (Academic). Final marks are determined by the exam board through external moderation.
 12. A written record of the details of the appeal will be copied to you, to the Head of Department, to the Examinations Officer, to the Headmaster and to the Awarding Body. This record will include a statement of the outcome of the appeal with full reasons for that outcome.
 13. There is no further right of internal appeal.

Internal appeals form

This form should be completed in all cases to lodge an appeal.

Please tick to indicate what the appeal is against:

- internally assessed marks**
 the centre decision not to support an enquiry about results
 the outcome of an enquiry about results

Name of appellant		Candidate name <i>if different to appellant</i>	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below:

Continue overleaf if necessary

Appeal against internally assessed marks

Appellant declaration

By signing here, I am confirming I understand the purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body's specification and subject-specific associated documents. I also understand the appeal may only be made against the assessment process not against the mark to be submitted by the centre for moderation by the awarding body.

Signature:

Date of signature:

Appeal against the centre decision not to support an enquiry about results

Appellant declaration

By signing here, I am confirming I feel there are grounds to appeal against the centre's decision.

Signature:

Date of signature:

Appeal against the outcome of an enquiry about results

Appellant declaration

By signing here, I am confirming I understand that the grounds for my appeal must relate to the awarding body's procedures or the application of the post-result service procedures. I also understand that appeals do not generally involve further reviews of marking candidates' work. I also confirm that I will pay in advance any fees which may be charged by the awarding body for the appeal. I understand this fee will be refunded if the appeal is upheld.

Signature:

Date of signature:

The appellant declaration against the relevant appeal must be signed, dated and returned to the EO, on behalf of the head of centre, to the timescale indicated in the internal appeals procedure.

The internal appeals procedures for this centre have been produced to demonstrate compliance with the publications below.

JCQ General Regulations for approved centres <http://www.jcq.org.uk/exams-office/general-regulations>

Controlled Assessments, Coursework and Portfolios of Evidence

5.8 The centre agrees to

have in place, and be available for inspection purposes, a **written** internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are made widely available and accessible to all candidates; (A centre may place its internal appeals procedure on the school/college website or alternatively, the document may be made available to candidates upon request.)

Post-Results Services and Appeals

5.14 The centre agrees to

have available for inspection purposes and draw to the attention of candidates and their parents/carers, a **written** internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support an enquiry about results or an appeal; (A centre may place its internal appeals procedure on the school/college website or alternatively the document may be made available to candidates upon request.)

JCQ Post-results services <http://www.jcq.org.uk/exams-office/post-results-services>

6.4 Submission of requests

Centres **must** have in place a published formal appeals procedure for use in cases where centres and candidates, or their parents/carers, cannot agree as to whether an enquiry about results should be submitted. The formal appeals procedure **must** be made widely available. Centres **must** therefore draw the appeals procedure to the attention of candidates and their parents/carers. In deciding whether to support an enquiry about results, centres should take account of all relevant factors and afford candidates or their parents/carers a reasonable opportunity to express their views. **Awarding bodies can only enter into discussions over enquiries about results with centres and private candidates.**

1. Appeals

Centres **must** have in place a published formal appeals procedure for use in cases where centres and candidates, or their parents/carers, cannot agree as to whether an appeal should be submitted to the relevant awarding body. The formal appeals procedure **must** be made widely available. Centres **must** therefore draw the appeals procedure to the attention of candidates and their parents/carers. In deciding whether to support an appeal, centres should take account of all relevant factors and afford candidates or their parents/carers a reasonable opportunity to express their views. **Awarding bodies can only enter into discussions over appeals with centres and private candidates.**

However in summer 2016, JCQ issued the following information in their [Notice to Centres – Post-Results Services and Appeals](#)

The JCQ publication Post-Results Services – Information and guidance to centres for examinations taken in June 2016 and November 2016 sets out common arrangements. Although the published information remains valid for the June 2016 examination series, this supplementary document clarifies some key points associated with the reform of post-results services and appeals.

Centres should also refer to awarding bodies' websites for further information as awarding bodies may offer additional post-results services.

JCQ A guide to the awarding bodies' appeals processes <http://www.jcq.org.uk/exams-office/appeals>

12. Please note that internal candidates and/or their parents/carers are not entitled to appeal directly to the awarding body. Representations must be made to the head of centre where the candidate was entered or

registered. The head of centre's decision as to whether to proceed with an appeal is subject to the centre's internal appeals arrangements.

Ofqual GCSE, GCE, Principal Learning and Project Code of Practice

<https://www.gov.uk/government/publications/gcse-gce-principal-learning-and-project-code-of-practice>

9.13 The awarding organisation must require centres offering its examinations to ensure that they have in place:

iii.a formal, codified procedure for handling disputes when a candidate or carer disagrees with a decision by the centre not to support an enquiry.

Centres must be required to ensure that the procedures are published and made widely available and accessible to all candidates and their carers.

9.14 In deciding whether to support an enquiry or appeal, centres should take account of all relevant factors and afford candidates or their carers a reasonable opportunity to express their views.

However in summer 2016, JCQ issued the following information in the [Notice to Centres – Post-Results Services and Appeals](#)

Ofqual has announced that the Code of Practice in relation to GCE AS, A-level and GCSE qualifications will be withdrawn in August 2016, being replaced by Qualification Level Conditions. Centres may, however, continue to refer to the Code of Practice for the awarding bodies' provision of post-results services and appeals, June 2016 examination series.

Arrangements for the awarding bodies' provision of post-results services and appeals, November 2016 examination series, may be subject to change. Centres will be notified of any changes in due course.

Appellants should consult the full information in the above publications to be fully informed when stating their grounds for appeal.

Further information can be obtained from:

Appeal an exam result <https://www.gov.uk/appeal-exam-result>

The Appeals Process <http://www.jcq.org.uk/examination-system/the-appeals-process>