



CONTROLLED ASSESSMENT INTERNAL APPEALS POLICY

St Aidan's is committed to ensuring that whenever its teachers assess students' work, this is done fairly, consistently and in accordance with the specification for the qualification concerned. However, to meet the requirements of the examination boards an internal appeals procedure is available.

- An appeal may only be made against the process that produced the grade or mark to be submitted to the examination board and not against the mark or grade, i.e. where the student or his parents believe that the procedures for managing, marking, moderating and standardising controlled assessment have not been carried out within the procedures set out above.
- Internal marking, moderation and standardisation of controlled assessment will always be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity.
- When the controlled assessment procedures have been carried out as described above, the student has met the submission dates and final deadline and received appropriate feedback then the final mark should not be a surprise.
- The marks submitted to the Examination Boards are subject to further external moderation and standardisation procedures and the final mark is decided by the Chief Moderator for each subject area.
- Access to controlled assessment results will only occur after the examination results are provided by the relevant Examination Boards.

The Internal Appeals Procedure

If a student believes that his work has not been treated in accordance with the procedures outlined above he may make use of the Internal Appeals Procedure.

- Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in that examinations series.
- Appeals should be made in writing to the Head Teacher, who will investigate the appeal.
- The Head Teacher will decide whether the process used for the internal assessment conformed to the internal regulations, the requirements of the awarding body and the examinations code of practice of the JCQ. This will be done before the end of the current examination series.
- If the appeal results in a change in the mark awarded to the student or his fellow students then the relevant examination board will be informed of the change and the reasons for it.
- The student will be informed in writing of the outcome of the appeal, including any correspondence with the examination board, any changes made to the assessment of the student's work, and any changes made to improve matters in future.
- After a student's work has been assessed and moderated internally it is moderated by the examinations board to ensure consistency between centres. Such moderation can change the marks awarded for internally assessed work, this is outside the control of the school and is not covered by the Internal Appeals Procedure.
- If a student has concerns about external moderation, he should ask in the Exams Officer for a copy of the appeals procedure of the relevant examinations board.

John Wood, Headteacher

Pamela Fisher, Examinations Officer

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