



**LEE Hurst Swan**  
**INTERNAL ASSESSMENTS FOR GCSE**  
Reviewed in November 2017 by the Examinations Officer

**THIS POLICY IS PUBLISHED ON THE SCHOOL WEBSITE**

**Leehurst Swan Policy on Internal Appeals is in two parts:**

- 1. Policy on Internal Assessments for External Qualifications**
- 2. Policy on External Assessments for External Qualifications (Enquiries about results)**

## **1. Internal Assessments for External Qualifications**

Leehurst Swan is committed to ensuring that:

- Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skills and who have been trained in this area.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned.
- The consistency of internal assessment will be maintained by internal moderation and standardisation.
- All pupil work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.

### **Note to pupils**

- A. If a pupil has any concerns about the procedures used in assessing their internally assessed work for public exams i.e. coursework, non-examination assessment or portfolios, they should discuss the matter with the Head of Subject immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used by the pupil concerned.
- B. The regulations for GCSE Non-Examination Assessments state that:
  - “The work you submit for assessment must be your own”
  - “You must not copy from someone else or allow another candidate to copy from you”
  - “If you copy the words or ideas of others and don’t show your sources in references and a bibliography, this will be considered as cheating or malpractice”

- For iGCSE coursework the regulations state: *Coursework provides you with an opportunity to do independent research into a topic that interests you. You will probably look for information in published sources, images, and via multimedia, including the internet. Using information from all these sources is a good way to show your knowledge and understanding. Take care how you use this information – do not copy it and claim it as your own work.*

Teachers have the right to reject a pupil's work on the grounds of malpractice if any of the above regulations are broken.

The pupil, parent or guardian of a pupil has the right to appeal against any decisions to reject to a candidate's internally assessed work on the grounds of malpractice.

### **Written Appeals Procedure against Internal Assessment decisions**

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the School concerning the internal assessment.

- the appeal applies only to the procedures used in arriving at internal assessment decisions and **does not** apply to the judgement itself.
- On being informed of their centre assessed marks, if a candidate believes that the correct procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of this appeals procedure to consider whether to request a review of marking.
- Leehurst Swan School will ensure that candidates are informed of their centre assessed marks **at least three weeks** before the examination board submission date so that candidates may request a review of the centre's marking.
- Leehurst Swan School will inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment.
- Leehurst Swan School will, having received a request for copies of materials, promptly make them available to the candidate **within five working days**.
- Leehurst Swan School will provide candidates with sufficient time in order to allow them to review copies of materials and make a decision (five working days).
- Leehurst Swan School will allow five working days 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.
- Leehurst Swan School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has no previous involvement in the assessment of that candidates and has no personal interest in the review.
- Leehurst Swan School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- The candidates will be informed in writing of the outcome of the review of the centre's marking.
- The outcome of the review of the centre's marking will be made known to the Head of Centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

- After candidates work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Leehurst Swan School and is not covered by this procedure.

This policy is subject to annual review according to a time-tabled programme.

## 2. Policy on External Assessments for External Qualifications (Enquiries about Results – EARS)

Any pupil who wants to query a mark/grade awarded by an Awarding Body upon issue of results should follow the procedure below:

- I. Contact the Examinations Officer and the subject teacher/head of department as soon as possible (**but at least 7 working days before the published deadline for EARS**) to discuss the mark/grade. The Examinations Officer will advise on the options available to query the mark/grade and the costs involved.
- II. Students should be aware that EARS can result in marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Officer.
- III. The subject teacher will review the pupil's marks/grade and discuss with the Head of Department to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the pupil's predicted grades.
- IV. A recommendation will be made to the student about whether to apply for a review of marking. If the student does not agree with a recommendation that they should not request a review of marking they are still entitled to request review.
- V. Requests may also be made by the Head of Department and in these circumstances the Examinations Officer will contact the candidate to see if they wish to proceed with the enquiry.
- VI. The request, together with the pupils consent form and a cheque for the cost of the re-mark, should be sent to the Examinations Officer **by the deadline set in the correspondence**. If the EAR is successful, the cheque will be destroyed.
- VII. Outcomes following EARS will be forwarded by the Examinations Officer to the pupil as soon as they have been received from the Awarding Bodies.
- VIII. Following the EAR outcome, an external appeals process is available if the Head of Centre and/or candidate remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications *Post-Results Services* and *JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)* will be consulted to determine the acceptable grounds for a preliminary appeal.