

PROCEDURES FOR APPEALS – INTERNAL ASSESSMENT AND ENQUIRIES ABOUT RESULTS

In accordance with the Code of Practice for the conduct of external qualifications produced by QCA, Cromwell Community College committed to ensuring that:

- internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
- assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification;
- the consistency of the internal assessment is secured through internal standardisation as necessary;
- Staff responsible for internal standardisation attend any compulsory training sessions.

If a candidate is dissatisfied with the marks awarded for the internal assessment component of an examination, or results awarded by an Examination Board, they have the right to appeal against the marks awarded.

It is important to realise that marks and grades are not always raised as a result of a marking review. Marks may also be confirmed as correct or lowered

ENQUIRY ABOUT INTERNAL ASSESSMENT

In the case of an internal assessment query, the Head of Department will ascertain that the correct procedure for marking was carried out and that the mark awarded is compatible with the marks awarded to other candidates. The candidate should be advised that the mark submitted by Cromwell is internally moderated only and the mark appearing on the final results slip may be different due to the examination boards own national moderation process. It is important to realise that marks and grades are not always raised as a result of a marking review. Marks can also be confirmed as correct or lowered.

Dates coursework/controlled assessment marks submitted:

January entries: 10 January for all exams and boards

Summer entries:	AQA:	GCSE 7 May	GCE 15 May
	Edexcel:	GCSE 15 May	GCE 15 May
(with the exception of Art: Marks submitted 7 days before moderator visit)			
	OCR:	GCSE 15 May	GCE 15 May
	WJEC	GCSE 15 May	

If a candidate does not agree with the coursework/controlled assessment mark awarded, they should:

- write to the Head of Department for the subject within **7 days** of submission of marks, giving details of their grievance. The Head of Department will liaise with the Assistant Principal, KS4 & 5, designated to manage appeals.
- the work will be assessed again by another teacher within the department who was not involved in the original assessment procedure, and the outcome reported to the Assistant Principal, KS4 & 5, who will inform the candidate in writing. This should be done within 7 days of receipt of the original query.

- if the candidate is not satisfied with the conclusion they may request a meeting with the Head of Centre, Head of Department, subject teacher, Assistant Principal, KS4 & 5 and one of the College governors. The candidate may bring to the meeting a parent or guardian to support them in their appeal. This meeting should take place within 7 days of the result of the re-assessment.
- a written record of the result of the appeal and reasons for the outcome must be maintained by the college and a copy given to the candidate.

ENQUIRY ABOUT EXAMINATION RESULT

If a query is raised over a grade reported from an Examination Board after results are issued, the candidate should:

- submit in writing the reason why they are dissatisfied with the results awarded and why they consider an Enquiry About Results should be submitted to the Examination Board. This written request should be brought in person, with the relevant fee, to the school Exams Officer by the date advised on results day. The Head of Department will establish if the mark awarded is in line with predictions. Where appropriate, the candidate should be given access to the marks awarded.
- the Head of Department should inform the candidate of the outcome of their investigations, and liaise with the Assistant Principal, KS4 & 5 handling appeals and together they will decide if an Enquiry about Results should be submitted, and in which case the College would pay for the service.
- The candidate needs to sign a form to give consent.
- if the candidate is not satisfied with the outcome, they have the right to go ahead with the Enquiry About Results, and pay for the service. This must be submitted by the date advised on results day.
- The JCQ Post-Results Services booklet is available on the college website or on JCQ's website.

Details of the fees can be obtained from the exam board website. These can be confirmed with the Exams Officer.

The policy is next due for review in October 2013