

Assessment Decisions at GCSE and AS Level Policy

THE HUB SCHOOL



Transforming Lives

Approved by:

A handwritten signature in black ink that reads "M. W. Green." with a horizontal line underneath.

Date: 26/01/2018

Last reviewed on: 26/01/2018

Next review due by: 26/01/2019

Contents

1. Introduction	2
2. Our Policy	2
3. Appeals Policy.....	3
4. What the Department must provide for the appeal panel.....	3

1. Introduction

Under section 2, paragraph 19(ix) of the Joint Council Code of Practice, the Awarding Bodies require school centres offering their examinations to:

- Have a published appeals procedure relating to internal assessment decisions
- Make this document available and accessible to candidates

2. Our Policy

Our policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding.

- 2.1 The candidate will have produced coursework that has been authenticated as original work according to the Joint Council document issued in September to all examinations candidates in KS4 and KS5.
- 2.2 In September, all candidates are given written advice (by subject staff) about the production of coursework and deadlines to be met. Information about the appeals procedure will be given in the same advice.
- 2.3 Within a department, all candidates are given adequate and appropriate time to produce the coursework.
- 2.4 Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
- 2.5 The consistency of the internal assessments is secured through the department mark scheme or marking criteria and internal standardisation as necessary.
- 2.6 Each Awarding Body specifies detailed criteria for the internal assessment of the work and staff responsible for internal standardisation attend any training sessions given by the Awarding Bodies.
- 2.7 The Awarding Body must moderate the assessed coursework/oral tapes and the final mark awarded is that of the Awarding Body. This mark is outside the control of the school and is not covered by this procedure.

3. Appeals Procedure

- 3.1 The grounds for appeal relate **only** to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and **do not** apply to the judgment themselves.
- 3.2 The appeal must be made in writing to the **School's Examinations Officer by 31 May** of the year that the coursework was assessed. The grounds for appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer/friend.
- 3.3 The Head Teacher will nominate a member of staff, normally a member of the Senior Leadership Team to hear the appeal. The panel will also be made up of an experienced teacher and another member of the Senior Leadership Team.
- 3.4 The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed by the end of June of that examination series.
- 3.5 The panel's findings will be formally reported back to the candidate/parent/carer at the beginning of July.
- 3.6 Records of the request for the appeal, evidence, deliberations of the panel and the result will be kept by the examinations officer and made available to the Awarding Body if required.

4. What the Departments must provide for the appeal panel

- 4.1 Minutes from the first meeting of the school year to indicate that the school procedure for internally assessed coursework was discussed and given out to new and existing members of the department. Absentees were given their copy.
- 4.2 The mark scheme or marking criteria for the coursework provided by the Awarding Body.
- 4.3 The mark scheme of marking criteria given to the teachers for marking the coursework if this differs from that of the awarding body.
- 4.4 Dates when the coursework was set and to be handed in for that student.
- 4.5 Evidence that all teaching groups have been given the same length of time.
- 4.6 The department policy for candidates who were absent when the coursework was set or were absent for part of the period during which the coursework was being carried out.
- 4.7 Dates when the coursework was marked by the teachers.
- 4.8 The name of the teacher in charge of the internal standardisation.
- 4.9 Dates when this teacher attended the last awarding body standardisation meeting.
- 4.10 Evidence that the information from this meeting was disseminated to the department.
- 4.11 Date(s) for the department standardisation meeting and teacher attendance.
- 4.12 If the teacher assessing the piece of coursework was absent, what was done to ensure that the information was given to this teacher.
- 4.13 Copy of coursework marks sent to the Awarding Body.
 - The above information should be provided in a ring binder or suitable folder.
 - It would be advisable to set up this binder at the beginning of the course and update it each year.
 - If an appeal application is made, the TIC would only have a short time to provide this information for the appeal panel. Appeals have to be made by 31st May in the year that the work was assessed.
 - The evidence above may also be requested by the Awarding Body if a parent makes a further appeal against the panel's decision.