

# TAMARSIDE COMMUNITY COLLEGE

## Appeals against Internal Assessment of Work for External Qualifications

Tamarside Community College is committed to ensuring that whenever its staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the examination board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a student feels that this may not have happened in relation to their work, they may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

The existence of this procedure is made known to students by reference in the student handbook.

This procedure is available from the *Examinations' Office*, and is posted on the Examinations' Notice Board.

1. 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 the examination series. (So the appeal must be made before a date in mid June for the summer series as presently timetable).
2. Appeals should be made in writing to the Principal, who will investigate the appeal. If the Principal was directly involved in the assessment in question, the Principal will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise if the Examinations Officer is not able to conduct the investigation for some other reason.
3. The Principal or other member of staff will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and the examinations code of practice of the QCA. This will be done before the end of the series. (Currently the end of June for the summer series).
4. Feedback from the outcome of the appeals will be made in writing. You will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of your work, and any changes made to improve matters in future.
5. The outcome of the appeal will be made known to the Principal. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally it is moderated by the awarding body (examinations board) to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of Tamarside Community College and is not covered by this procedure. If you have concerns about it, please ask the Examinations Officer for a copy of the appeals procedure of the relevant board.

**Joint council for Qualifications requires all Centres to have:**

“Published appeals procedures relating to internal assessment decisions (which) are made widely available and accessible to all candidates” (para.21ix – Code of Practice).

“A formal, codified procedure for handling disputes when a candidate or carer disagrees with a decision by the centre not support an enquiry” and “ensure that the procedures are published, and are made widely available and accessible to all candidates and their carer”. (Para.174 – Code of Practice).

**Please read the following:**

The JCQ has also received a number of enquiries about whether candidates should be advised of the internally assessed marks. The decision rests with the centre but if internally assessed marks are issued candidates must be aware that these marks are subject to external moderation. The Data Protection Act 1998 entitles candidates to request access to centre marks; however, given the misunderstanding that could arise if marks were viewed as being finalised, centres may wish to treat them as completed and final marks have been reported back to centres, together with additional feedback contained in the centre reports. At this stage the centre will have all the information it needs to advise students and carers properly.

NB. Teachers may wish to draw on other sources of advice such as their union for information about Internal Appeals procedures and handling disputes.

## APPEALS PROCEDURE

Arrangements for internal appeals about internal assessment decision and enquiries about results.

1. Appeals Procedure for Internal Assessment decision.
2. Disputes when a candidate or carer disagrees with a decision by the Centre not to support an enquiry.

Such a process will normally be required when all other mechanisms within the centre (for example discussion between candidate/carers and the Head of Centre) have failed to resolve the matter. It will be the final stage in the normal process of considering and resolving disputes. It is expected to be used only in exceptional circumstances.

Candidates and carers must contact their Centre and not the Awarding Body when seeking to appeal an internally assessed mark.

- 1) Head of Centre
- 2) Manager of appeals
- 3) Appeal should be made in writing stating details of complaint and reason for appeal.
- 4) Time limit for lodging appeal – within one week of the date after moderation process has been completed and final marks have been reported back to the Centre, together with the additional feedback contained in the Centre reports.
- 5) The teacher concerned in making the assessments should see a copy of the appeal and respond in writing, with a copy sent to the candidate.
- 6) Candidates should have the opportunity to have a personal hearing if they are not happy with the written response.
  - Reasonable notice of the hearing date must be given
  - Candidate should have sight of all relevant documents in advance of the hearing (e.g. marks given, assessments made)
  - If the candidate is presenting their own case, they should be allowed to be accompanied by a (single) carer/friend.
  - The teacher(s) and candidate should have the opportunity to hear each other's submission to the panel.
- 7) Panel to hear the appeal should compose at least TWO individuals who have not previously dealt with the particular case.

e.g. Senior member of staff (HOD with MA4) from a different subject area, A Governor.
- 8). Centre must maintain written record of all appeals including outcome and reasons for that outcome. Candidates should receive a copy (and where appropriate carer (s) within 7 days of the hearing.
- 9). Centre must inform Awarding Body if there is any change to an internally assessed mark as the result of an appeal – before certificates are printed and issued.