

# Silverdale School

## Internal Assessment Appeals Procedure

**Created / Reviewed:** Created: 29<sup>th</sup> January 2018

**Next review:** September 2018

**Author:** Richard Horton

**Date ratified by Silverdale SLT:** 2<sup>nd</sup> February 2018.



*This document is designed to provide staff guidance, expectations and standards operated in the trust/ school. It is intended as a reference document to enhance and support existing key policies and procedures for the safe and effective running of the trust school sites. If staff are unclear what is expected of them they should speak to their line manager. Failure to adhere to the trust's key policies and procedures may lead to disciplinary action.*

***All trust staff (including supply staff and trainees) are accountable for the way in which they exercise authority, their professional judgement, manage risks, use resources and protect pupils, themselves and others from avoidable harm.***

## Contents

Internal Appeals Procedure Statement .....	3
Internal Appeals Procedure.....	4
Submission .....	4
Standardisation and Marking .....	4
Communication of marks .....	4
Appeals.....	5
Review of marks .....	5
Post-appeals Process.....	6
Summary based on JCQ guidelines.....	7

## Internal Appeals Procedure Statement

Our Internal Appeals procedure is outlined below. It is endorsed by the Silverdale School Senior Leadership Team (SLT), who accept full responsibility for these issues, and require all employees to help in complying with our legal and moral duties. The SLT accept the delegated overall responsibility for all operational matters within the organisation.

This Policy explains the processes and actions undertaken within the school in order to meet the statutory requirements pertaining to GCSE controlled assessment, GCE coursework and GCE and GCSE non-examination assessment as stipulated by JCQ.

This Policy applies to Silverdale School.

In meeting this commitment we will, so far as is reasonably practicable:

- Have a clear and robust procedure in place for the marking, standardisation and moderation of internally assessed material.
- Ensure students are informed of marks in advance of exam board deadlines to allow for time for an appeal and review of marking to take place.
- Share all appropriate material with students upon request.
- Ensure the review of marking is carried out by an assessor who has appropriate competence and has had no previous involvement in the assessment of that candidate.
- Inform students promptly, in writing, the outcome of any review of the marking of internally assessed materials.

**Signed:** .....

**Date:**

**Sarah Sims / Chas Ponsford, Co-Head of School (delete as applicable)**

## Internal Appeals Procedure

### Submission

All departments who undertake internally assessed, GCSE controlled assessment, GCE coursework and GCE and GCSE non-examination assessment will ensure the following:

- A deadline is planned and communicated to students, staff and the examination manager at the beginning of the academic year in which the final submission is to take place to departments.
- The above mentioned deadline will be set in order to allow sufficient time for work to be marked, marks to be shared with students, students to appeal marks, a review of marking to take place and outcomes communicated to students prior to the examination board published deadlines for submission.
- Any changes to deadlines will be communicated to students, staff and the examination manager as soon as possible.
- All deadlines will be centrally collated and shared with students and parents via the website in order to support submission and appeals processes.

### Standardisation and Marking

When undertaking the marking of internally assessed, GCSE controlled assessment, GCE coursework and GCE and GCSE non-examination assessment all departments will ensure the following:

- A standardisation meeting involving all staff will take place during department meetings within the existing department meeting provision as laid out in the school calendar.
- A department standard, in line with examination board practices and standards, will be established in order for all members of the department to mark work to this standard. If this is not possible within the department, links with subject networks will be used to establish standardisation processes.
- The department guarantee that after submission no information regarding marks or the progress of work, beyond examination board guidelines, which may unduly influence the marking and appeals process are shared with students. Departments must follow exam board guidelines. Therefore work must not be returned to students for modification after the final submission date.
- Once work has been submitted marking will take place in a timely manner to ensure students can be given marks, an appeal made and review undertaken prior to the examination board deadline.

### Communication of marks

For all internally assessed, GCSE controlled assessment, GCE coursework and GCE and GCSE non-examination assessment Silverdale School will ensure the following:

- Marks are recorded in department and school data systems.

- Marks are communicated with students in a timely manner to allow for the appeals and review processes to be completed.
- Marks are communicated as a level and mark and **not** a grade. This is in order to avoid students being informed they have a certain grade only for this to change as a result of examination board grade boundary shifts when the actual mark remains unchanged.
- Communication of marks is summative only and no formative feedback will be given that allows students to ‘improve’ marks.
- Upon communication of marks full guidelines concerning the appeals process and timeline and relevant documents will be shared with students and parents.

## Appeals

For all internally assessed, GCSE controlled assessment, GCE coursework and GCE and GCSE non-examination assessment the appeals process will be:

- Students will submit a ‘Review of Marking Appeal’ form signed by them and their parents within a submission window. Any submissions beyond the deadline (10 school days after marks shared with students) will not be considered for appeal.
- All appeals must be made using the above mentioned form. Requests via email, telephone or in person will not be accepted.
- All material to support a decision on an appeal will be shared with students within the above mentioned window. This will include:
  - The task.
  - Mark schemes.
  - Candidates response.
  - All marking including ‘top-sheets’ or other recording materials used beyond the marked candidate response.
- Once a student has appealed and requested a review of marking the review will take place in a timely manner in order to allow for the communication of the outcome with the student and prior to examination board submission deadlines.

## Review of marks

Following an appeal against the marks for all internally assessed, GCSE controlled assessment, GCE coursework and GCE and GCSE non-examination assessment departments will ensure the following:

- A suitable department meeting time, within current calendared arrangements, is identified for the appeals process.
- If the number of appeals makes the current provision problematic then communication with SLT and the examinations manager will take place as soon as possible to organise alternative arrangements.
- Review of marks will be take place within the established moderation processes in departments. This moderation will ensure all work is marked to the internal

standard established in the standardisation meeting mentioned above and thereby to examination board standards.

- Marks are reviewed by a member of department who has not previously read, marked or been involved in assessing the work of the student who has appealed.
- A 'Review of marks' pro-forma will be completed to record the 'new' mark and the justification for this mark, irrespective of changes to the mark.
- The original marker will not unduly pressure the reviewer to maintain or change marks. The original work will be marked to the department standard and any changes are the professional judgement of the reviewer that this standard has not been met for whatever reason. All judgements are done in the best interests of the students.
- Any issues arising from the review process must be communicated by Subject Leaders with line managing SLT as a matter of urgency.
- 'New' marks will be recorded in department and school data systems and these will be submitted to examination boards. Subject Leaders will double check all submissions to ensure 'new' marks and not the pre-appeal mark are submitted.

## Post-appeals Process

Following the appeals process Silverdale School will ensure that:

- 'New' marks and justifications are communicated to students.
- The 'new' marks are submitted to examination boards prior to submission deadlines.
- The appeals pack is copied and stored electronically even if material is not to be sent to the examination board for moderation.
- The appeals pack will consist of the following:
  - A copy of the 'Review of marks' pro-forma.
  - A copy of the 'Review of Marking Appeal' form signed by the student and their parents.
  - The assessment task.
  - The assessment task mark scheme.
  - The candidates work, with all marks including any sheets used to record marks and/or comments.
- The appeals pack for each student will be stored for the period all internally assessed material must be stored by a school in line with JCQ guidelines.

## Summary based on JCQ guidelines

Silverdale School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Silverdale School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Silverdale School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Silverdale School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Silverdale School will, having received a request for copies of materials, promptly make them available to the candidate.
4. Silverdale School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing.
6. Silverdale School will allow sufficient time 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.
7. Silverdale School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. Silverdale School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.
10. 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 Silverdale School and is not covered by this procedure.