

ST BENEDICT'S CATHOLIC HIGH SCHOOL
incorporating
WEST CUMBRIA CATHOLIC SIXTH FORM CENTRE



INTERNAL ASSESSMENT APPEALS POLICY

**Reviews of marking - centre assessed marks
(controlled assessments, coursework and
non-examination assessments)**

Approved by: Ms K Daniels, Chair of Governors	Date: March 2025
New policy: March 2018	Author: Maureen Rothery, Examinations Officer
Reviewed: November 2020	Maureen Rothery, Examinations Officer
Reviewed: November 2022	Maureen Rothery, Examinations Officer
Reviewed: December 2024	Maureen Rothery, Examinations Officer

St Benedict's 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. St Benedict's 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.

If a candidate thinks that the mark awarded to an internal assessment is incorrect they may appeal to the school for a review of marking. This will take place in line with the recommendations from JCQ:

- St Benedict's will ensure that candidates are informed of their centre assessed marks four weeks before the awarding body's deadline so that

they may request a review of the centre's marking before marks are submitted to the awarding body.

- St Benedict's 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.
- St Benedict's will, having received a request for copies of materials, promptly make them available to the candidate.
- St Benedict's will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- Requests for reviews of marking **must** be made in writing to the SLT member with responsibility for exams at least three weeks before the awarding body's deadline for the marks to be submitted.
- St Benedict's 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.
- St Benedict's 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. In most cases this will be the subject leader with responsibility for the qualification. If they have had previous involvement in the assessment, the review of marking will be undertaken by the most senior member of staff available that has the appropriate competence and has not been previously been involved in the assessment. This will be decided by the SLT member with responsibility for exams
- St Benedict's will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- The candidate 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 St Benedict's and is not covered by this procedure.
- St Benedict's will charge £50.00 per student, per review.

Review of procedures – centre assessed marks (controlled assessments, coursework and non-examination assessments)

If a candidate thinks that the procedures used in arriving at the internal assessment are incorrect they may appeal to the school.

- The parent or carer must make the appeal in writing to the SLT member with responsibility for exams, stating the details of the complaint and the reasons for the appeal.
- Appeals should normally be made by the 30th April for examinations in the summer series. This deadline may be extended in exceptional circumstances in situations where the internal assessment, marking and moderation schedule extends beyond this time.
- The enquiry into the internal processes will normally be led by the Examinations Officer and SLT member with responsibility for exams provided that neither has played any part in the original internal process in which case the enquiry will be led by the Headteacher.
- The teacher making the assessment will be able to respond to the appeal in writing, and a copy will be sent to the appellant.
- The enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body and the 'Code of Practice'.

The appellant will be informed, in writing, of the outcome of the appeal within two weeks including:

- Relevant communications with the Awarding Body
- Any steps taken to further protect the interest of the candidates.

If the appellant is unhappy about the response in writing they can ask for a personal hearing, where the panel will consist of two persons not previously involved, normally the Headteacher and a member of the Governing Body.

MONITORING AND EVALUATION

Monitoring of progress towards implementation of this policy annually by SLT member with responsibility for exams.

WORKLOAD IMPACT ASSESSMENT CHECKLIST

- The school will produce an annual directed time calendar to monitor workload and working hours.
- This policy is consistent with teachers' contractual entitlements.
- This policy and its related procedures were introduced following full and proper consultation.
- This policy has specific regard in relation to workload impact; it has not added additional hours of working and does not duplicate any other existing policies.
- This policy has a two-year shelf life.
- This policy will not result in any additional meetings / activities.
- All staff have had proper training and support to ensure they are able to carry out the contents of this policy without additional burden.