

# THE TELFORD PRIORY SCHOOL



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## INTERNAL EXAMINATIONS POLICY FOR EXTERNAL QUALIFICATIONS

## The Telford Priory School Internal Examination Policy for External Qualifications

### Procedure for appeals relating to Internally Assessed Work

In accordance with the Code of Practice for the conduct of external examinations, the Awarding Bodies require centres offering their examinations to:

- have a published appeals procedure relating to internal assessment decisions
- make this document available and accessible to all candidates

This procedure will only normally be required when all other mechanisms within the centre (for example, discussions between candidates and the Head of Department or Head of the 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 that it will only be used in exceptional circumstances.

It is important to understand that this appeals' procedure only relates to the processes and procedures used within the school to determine an individual candidate's internally assessed coursework mark; it cannot be used to appeal against the actual mark or grade submitted by the school for moderation by the Awarding Body.

The Telford Priory, The Telford Langley and The Telford Park are all committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills in the area being assessed.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant subject specification.
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and / or assessment attend any compulsory training sessions organised by the Awarding Body.

### Appeals' Procedure

A candidate or their parent / carer wishing to appeal against the procedures used in internal assessments should contact the Data, Exam and Reports Officer as soon as possible to discuss the appeal. Should they decide to go ahead, a written appeal must be received by the school at least 2 weeks before the end of the last externally assessed paper in the examination series (e.g. by the end of June for the summer series).

On receipt of the written appeal, an enquiry into the internal assessment will initially be conducted by an appeals' panel consisting of the Data, Exam and Reports Officer, a member of the Strategic Leadership Team and a departmental head not involved in the internal assessment decision. The enquiry will consider whether the processes and procedures used in the internal assessment conformed to the published requirements of the Awarding Body and the internal procedures put in place by the school.

The appeals panel will allow:

- the teacher concerned in marking the assessment, which is subject to the appeal, to see a copy of the appeal and to respond to it in writing. They will then forward a copy of their response to the candidate.
- the candidate the opportunity of a personal hearing if they are not happy with the written response providing they have made a request within 7 calendar days of receiving the written response.
- the teacher and the candidate the opportunity to listen to each other's submissions at the hearing, which will normally be conducted by the Head of Centre and a member of the Governing Body.

The appeals' panel findings will be formally reported back to the candidate and their parent / carer and to the teacher concerned.

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In the event of an appeal being upheld, the school is committed to holding a review of the processes and procedures used in that particular subject with any findings being disseminated to all other subjects.

The school will notify the Awarding Body if the appeal brings any significant irregularity to light, it will log the appeal as a complaint and will keep and make available upon request all records relating to the appeal and hearing for inspection.

### **Procedure for Enquiries about Results (EAR's)**

All Awarding Bodies offer a service for enquiries about results on payment of a set fee.

There are three types of service available:-

#### **Service 1 (Clerical re-check)**

This is a re-check of all clerical procedures leading to the issue of a result.

#### **Service 2 (Post-results review of marking)**

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. The service is available for externally assessed components of both unitised and linear specifications.

#### **Service 3 (Post-results review of moderation)**

This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. Please note that if the centre's controlled assessment or coursework marks have been accepted without change by an Awarding Body, this service will not be available.

When an enquiry is made there are three possible outcomes:

- The original grade mark is confirmed as correct and there is no change to the grade.
- The original mark is raised so that the final grade may be higher than the original grade received.
- The original mark is lowered so that the final grade may be lower than the original grade received.

A candidate wishing to make such an enquiry should initially contact the Data, Exam and Reports Officer, their subject teacher or the Head of Department. If they then wish to proceed with an appeal they will be asked to sign to acknowledge that they understand that there are three possible outcomes and that they give their consent to the enquiry about results being made. Candidate consent is **not** required for **post-results review of moderation** as candidates' marks may be lowered but their published subject grades will **not** be lowered in the series concerned.

If the school supports the enquiry the fee payable to the Awarding Body will be met by the school, if a candidate wishes to make an enquiry independently they will be asked to pay the fee before the enquiry is made. The school will make a decision on whether to support the enquiry based on several factors including knowledge of the exam system and professional judgment.

The candidate will be notified of the outcome of the enquiry as soon as notification is received from the Awarding Body. If the enquiry leads to the grade changing to a higher grade, any fee paid by the candidate will be refunded.

Enquiry about Results (EAR's) is an extension of the process to examine the procedures that were used in arriving at the awarded marks.