



NEWCASTLE UNDER LYME SCHOOL

Internal Appeals Procedures 2017-18

Appeals against internal assessment decisions: reviews of marking of Centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments).

Certain components of GCSE and GCE qualifications contribute to the final grade of the qualification and are internally assessed by the subject teacher. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the Examination Boards for external moderation.

Newcastle-under-Lyme 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 the appropriate knowledge, understanding and skills. Newcastle-under-Lyme 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.

On being informed of their Centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of their work, or that the assessor has not properly applied the mark scheme, the candidate may make use of this appeals procedure to consider whether to request a review of the Centre's marking.

Newcastle-under-Lyme 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;
- Candidates can request copies of materials (copy of their work, the relevant specification, and the mark scheme) to assist them in considering whether to request a review of the Centre's marking of the assessment;
- Reviews can only be requested on the basis of perceived errors in either the procedures followed in relation to the marking of the work, or the application of the mark scheme; reviews cannot be requested to provide a second opinion on the mark;
- Request for reviews of marking must be made in writing by the candidate within 2 school days of being informed of their Centre assessed marks;
- Candidates are made aware that any review of marking could lead to the mark going up, staying the same, or going down;

- Up to 5 school days are allowed 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;
- The review of marking is carried out by an assessor who has the appropriate competence and has had no previous involvement in the assessment of that candidate;
- The candidate is 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 Newcastle-under-Lyme School and is not covered by this procedure.

Author:	Mr I S Dicksee (Deputy Head – Academic)
Reviewed by HoDs:	April 2018
Next review due:	October 2018

Internal Appeals Form

This form should be completed to lodge an appeal regarding an internal assessment decision.

Candidate Name			
Awarding Body		Unit/Module/ Examination Paper Code	
Subject		Unit/Module/ Examination Paper Title	
Please state the grounds for your appeal below:			
Candidate's Signature		Date of Signature:	

This form must be signed, dated and returned to the Examinations Officer, on behalf of the Head of Centre, according to the timescale indicated in the relevant appeals procedure.

Outcome of the Review Letter

Dear (Candidate)

You requested a review of your mark in the following unit/module:

.....

I have completed a review of the marking of this work and have reached the decision that:

The mark will remain the same at ____ .

The mark will go up from ____ to ____ .

The mark will go down from ____ to ____ .

The reason(s) for this decision is/are as follows:

The outcome of this review will be known to the Head of Centre and a copy of this letter will be kept and made available to the awarding body upon request.

A sample of the candidates' work will now be 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 Newcastle-under-Lyme School and is not covered by this procedure.

Kind regards

(Nominated Independent Reviewer)