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ALDER GRANGE SCHOOL

SECTION C FULL GOVERNING BODY OVERALL SCHOOL EFFECTIVENESS

(Public Examinations)

C7.4 Examination Entries Internal Appeals Procedures

Revised Exams Officer December 2016

Approved by Governors' Curriculum & Welfare Committee January 2017

Revised Exams Officer February 2018

Approved by Governors Standards Committee February 2018

Next Review Date: February 2018

RATIONALE:

In accordance with the General Regulations for approved centres produced by the JCQ, Alder Grange is committed to ensuring that:

- Staff who conduct internal assessments for external qualifications have appropriate knowledge, understanding and skills and do so fairly, consistently and in accordance with the specification for the appropriate qualification.
- Assessment evidence produced by candidates is produced and authenticated according to the requirements of the exam board.
- Consistency of internal assessment is assured through internal standardisation where assessment is undertaken by more than one member of staff.
- Pupils accused of malpractice are given the right of appeal.

PURPOSES:

Our Values and Aims Statement lays emphasis on delivering the highest level of academic attainment possible for every pupil/student. It is an essential element in fulfilling this ambition that all are treated fairly and that robust arrangements exist to ensure this, and to test the system via a robust appeals procedure when necessary.

Guidelines

1. Alder Grange 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. Subject teachers will inform candidates of the deadline to request a review.
2. Alder Grange 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. Alder Grange School will, having received a request for copies of materials, promptly make them available to the candidate.
4. Alder Grange 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 before the deadline set by the centre. Requests after the deadline cannot be accepted.
6. Alder Grange 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. Alder Grange 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. Alder Grange 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 Alder Grange School and is not covered by this procedure. The mark submitted to the Awarding Body is subject to change by them and should therefore be considered provisional.