



## Budmouth College

### Appeals against Controlled Assessment and Coursework Marking Policy

Governors' Committee responsible:	Curriculum
Link Senior Leader responsible:	Sarah Ford
Date reviewed:	16 <sup>th</sup> September 2015
Next review date:	September 2016

*Working Together, Creating Opportunities*

The Policy has been reviewed using the equality impact assessment initial screening record and positive impact is explicitly intended and very likely.

All *policies* can be found on the College 'R' drive in the Policies folder.

# Equality Impact Assessment – initial screening record

1. What area of work is being considered?

Management of Controlled Assessments Policy

2. Upon whom will this impact?

All students and members of staff

3. How would the work impact upon groups; are they included and considered?

<b>The Equality Strands</b>	Negative impact	Positive impact	No impact
Minority ethnic groups		X	
Gender		X	
Disability		X	
Religion, Faith or belief		X	
Sexual Orientation		X	
Transgender		X	
Age <small>(N/A to pre-school and school children)</small>		X	
Rurality		X	

4. Does data inform this work, research and/or consultation, and has it been broken down by the equality strands?

	NO	YES	Uncertain
Minority ethnic groups		X	
Gender		X	
Disability		X	
Religion, Faith or belief		X	
Sexual Orientation	X		
Transgender	X		
Age		X	
Rurality			X

Does the initial screening highlight potential issues that may be illegal? NO

Further comments:-

Do you consider that a full Equality Impact Assessment is required? NO

Initial screening carried out by *Cheryl Evans*

Signed ..... Date *September 2015*

Comment by Headteacher:

Date.....

## **Policy for Internal and External Appeals against Controlled Assessment or Coursework Marking**

All GCSE, GCE, BTEC and OCR Nationals and Technical qualifications will include some elements of work which will be assessed through coursework or one or more controlled assessments. These units of work may be assessed in two ways:

**INTERNALLY** – by the subject teacher and department, i.e. centre assessed work. Work will be marked by a course teacher or another member of the department staff. When two or more members of staff mark work for the same assessment, it must be standardised and a rank order of all the students drawn up. Once this has been completed, a sample of the marked work will be sent to an external moderator appointed by the awarding body who will check the quality of the marking procedures. At this point the moderator can amend the original centre marking if necessary. It should be noted that marks may be adjusted up as well as down.

**EXTERNALLY** – by an awarding body appointed moderator. In this case the subject teacher will play no part in assessing the work.

It is important to understand the marking criteria and procedures used for each controlled assessment or coursework unit should it be decided to appeal against the way in which work has been assessed.

### **INTERNAL POLICY FOR MODERATION OF CENTRE ASSESSED WORK**

- ✚ Subject teachers will provide students with details of all internally set dates on which controlled assessments are to be taken or by which coursework units have to be completed. Students should be aware that failure to attend a controlled assessment or complete a piece of coursework by the deadline will result in no marks being awarded. Whenever possible, any student missing an assessment should see the subject teacher as soon as possible to arrange an alternative time to complete the work (it may not always be possible to arrange this for those controlled assessments which are set with a high degree of control).
- ✚ Subject teachers will ensure that all controlled assessments or coursework units which are marked by centre staff are subject to internal moderation. Subject teachers must have agreed the marking procedures with colleagues and discussed all marked work to ensure consistent marking standards have been applied to all students taking the assessment regardless of which member of staff marks the work. This may involve a sample of each teacher's work being remarked by a colleague.

Once marking has been completed the awarding body will ask the centre to send all or a sample of the marked work for further moderation. In this way a students' work may be assessed three times to ensure all marking is accurate, fair and consistent.

- ✚ For GCSE and GCE subjects taught solely on one site, internal department moderation will take place on agreed moderation days.
- ✚ Marks will be issued to students once moderation has taken place. This is the first possible time when a student can make a formal appeal against the method of marking of their work. This is Stage One. An appeal can only be made at this time on the basis that when marks are released, the student is aware that they remain subject to external moderation and therefore, may be raised or lowered as a result of the external moderation.

## EXTERNALLY ASSESSED UNITS

- ✚ Final marks will be made known on results day. This is Stage Two.
- ✚ There are two occasions when students can raise concerns which may or may not result in an appeal, at Stage One and Stage Two above. At Stage One students should follow procedure A (attached) and at Stage Two, the concern will be treated as an Enquiry about Results and follow procedure B (attached).
- ✚ Students may also wish to raise an Enquiry about Results for any mark awarded following the release of results on results day. Procedure B should be followed in these cases. It is advisable to discuss the matter with the Subject Leader before requesting an Enquiry about Results.

Any queries or questions should be discussed with the Senior Exams Officer, any of the teaching staff or a member of the Senior Leadership Team should you require any further information or clarification of these procedures.

## PROCEDURE A

### Appeals procedure for students, following the issue of centre assessed marks

Any student dissatisfied with the way in which a mark has been awarded by an internal assessment should follow the following procedure:

Contact the subject teacher immediately in person to discuss how the mark has been attained and raise any concerns. (This discussion does **not** form part of the formal appeals procedure)



Following discussions, if concerns cannot be resolved, the student should lodge an appeal in writing, within five working days of the issue of marks, to Vice Principal ~ (Responsible for Exams). This appeal should be in writing clearly stating the reasons for the appeal. It should be signed and dated by the student and parent if pre-16.



Upon receipt of a written appeal the Vice Principal (Responsible for Exams) will provide a copy of the appeal to the subject teacher who conducted the assessment and request from them a written response within three working days to the concerns raised.



On receipt of the subject teacher's response, the Vice Principal (Responsible for Exams) will carry out a review of the student's appeal and subsequent comments by the subject teacher. They will respond in writing to the student within 5 working days of receipt of the formal appeal by the student.



Should the student be dissatisfied with this written response, the student may then request a personal hearing. The panel for this hearing will comprise a member of the College's Senior Leadership Team and a Governor, neither of whom have previously been involved with the student's appeal. The student will be informed of the date of the hearing and given at least three days' notice. The student will be provided with a copy of all relevant documentation (e.g. the marks given, the assessment marking criteria). The student will be allowed to be accompanied by a parent/carer and can present their own case. The subject teacher and student will have the opportunity to hear each other's submission to the panel at the hearing.



The decision from the hearing will be made in writing to the candidate within two days of the date of the hearing. This decision is final.



A written record of all appeals will be kept by the College and maintained by the Exams Office. The Exams Office will inform the Awarding Body should there be any change to an internally assessed mark as a result of any appeal.

## PROCEDURE B

### Appeals procedure for students, following the issue of marks, after an Enquiry about Results

Any student that is dissatisfied with a mark awarded by an awarding body should follow the following procedure upon the issue of results:

Contact the subject teacher as soon as possible, but no later than **3 days before** the published deadline for Enquiries about Results, in person to discuss the mark and raise concerns. The Exams Office will advise on the options available to query the mark and the costs involved.



Students should be aware that Enquiries about Results can result in marks being raised, confirmed or lowered. Students will be required to sign a consent form to confirm they fully understand the consequence of the enquiry.



The subject teacher should review the student's marks and discuss with them the best way forward taking into account the break down of marks and grade boundaries and the student's predicted grades. If the Subject Leader agrees to support the enquiry, the procedure in **item (3)** below should be followed. If the appeal is not supported by the Subject Leader, the student should adopt the procedure in **item (4)** below.



A student may appeal against the decision not to support an Enquiry about Results. Appeals should be made in writing to the Vice Principal (Responsible for Exams) no later than five working days before the deadline for Enquiries about Results. The appeal should be in writing stating the details of the complaint and the reason for the appeal. The appeal should be signed and dated and include a daytime contact telephone number for the student. This information will be reviewed by the Governors' Appeals Committee and the outcome of the appeal will be communicated by telephone where possible or 1<sup>st</sup> class post within 48 hours of receipt by the Vice Principal (Responsible for Exams). This decision is final.



#### **Item (3)**

If the subject team agree that the College supports an enquiry, the written request together with the student's consent form, should be forwarded to the Exams Office before the published deadline for Enquiries about Results. The cost of the enquiry will be met from the departmental budget. If the enquiry is successful, the fee will be refunded.



#### **Item (4)**

If the College does not support the enquiry, the student still has the right to proceed; all costs involved will be required to be paid by the student at the time the enquiry is made. No enquiry will be made until the appropriate fees are paid. Requests for appeals should be made in person to the Exams Office before the published deadline for Enquiries about Results. If the enquiry is successful, all fees will be refunded to the student.



The outcome of all Enquiries about Results will be made by the Exams Office to the student within 24 hours of receipt from the appropriate Awarding Body.