



# Northampton School *for Boys*

## **INTERNAL APPEALS PROCEDURE FOR CENTRE ASSESSED MARKS**

The Joint Council for Qualifications Code of Practice requires schools to have a published appeals procedure relating to internal assessment decisions covering GCSE controlled assessments, GCE Coursework, GCE and GCSE non-examination assessments and Project qualifications.

The school is committed to ensuring that whenever its staff assesses students' work for external qualifications, this is done fairly, consistently and in accordance with the specification for the qualification concerned and subject specific associated documents.

Assessments are conducted by teachers that have appropriate knowledge, understanding and skills. Students' work should be produced and authenticated according to the requirements of the examination board and who have been trained in this activity. Where a set of work is divided between staff, consistency will be assured by internal moderation and standardisation.

1. All students will be informed of their centre assessed marks at the latest by 4 calendar weeks before the Examination Board deadline so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. If a student wishes to make an appeal they may request copies of materials that would assist them in considering whether to request a review of the centre's marking of the assessment.
3. Appeals should be made in writing to the member of Senior Staff with responsibility for examinations. The deadline for receipt of any requests is 3 calendar weeks prior to the Examination Board deadline for receipt of internally assessed marks. Requests for review of materials or appeals will not be accepted after this deadline. All requests for copies of materials will be acted upon promptly.

4. The school will carry out a review of the marking and make any necessary changes to the marks and inform the candidate of the outcome before the Examination Board deadline for receipt of internally assessed marks.
5. The 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 the student and has no personal interest in the review. The assessor will be instructed to ensure that the candidate's mark is consistent with the standard set by the school.
6. The school will inform the student in writing of the outcome of the review.
7. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. **Such moderation may change the marks awarded for internally assessed coursework. That is outside the control of the school and is not covered by this procedure.**