



CHALLNEY HIGH SCHOOL FOR GIRLS

INTERNAL APPEALS POLICY

Related documents include:

- Examination Policy
- Appeals Procedure for Internal and External Assessment

Legal

- To meet the requirements of the Joint Qualifications Council (JCQ)
- To meet the requirements of other awarding organisations used by the school

Monitoring and Review

- This policy will be subject to continuous monitoring, refinement and audit by the Examinations Officer and reviewed by the Senior Leadership Team
- The Headteacher will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require

Prepared by: Examinations Officer

Reviewed by: Assistant Headteacher

Approved by: SLT and Governors

This policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding. In all cases, the final awarding decisions are taken by the JCQ awarding organisations (AQA, OCR, Pearson Edexcel, WJEC) and other awarding organisations used by the school (e.g. NCFE, Sports Leaders, ASDAN).

This document covers the schools policy in dealing with the awarding organisations, JCQ, internal departments, officers of the school and any other parties involved in awarding matters.

Examinations and Procedures Relating to Examinations

Examinations policy is decided by the School Leadership Team (SLT) with reference to the guidance and regulations supplied by JCQ and all awarding organisations. The Examinations Officer is responsible to the Headteacher for the day to day administration of examination system.

All candidates should note that the awarding organisations are often unable to process appeals and queries relating to the examination process, timetabling, internal assessment or complaints from candidates or parents. All queries of this type must be raised in the first instance with the Examinations Officer. Should a complaint relating to the administration of some part of the exams process be made against the Examinations Officer, this must first be notified to the Headteacher.

All candidates must be aware of the JCQ 'Warning to Candidates'. A physical copy of this document is given to all candidates early in Year 11. Electronic copies are available on the school website and VLE. As per JCQ regulations it is displayed outside each examination room. The school displays the required JCQ signage in all Year 7 to 11 mocks so to maintain consistency across all school years.

The various JCQ 'Information for Candidates' documents and other notices are also given to all candidates early in Year 11. Electronic copies are available on the school website and VLE.

During examinations, candidates must follow any instructions given to them by the Examinations Officer, Exams Office Staff or Invigilator.

Candidates must also be aware of the regulations regarding the submission of coursework and controlled assessment, particularly those relating to the proper acknowledgement of sources. Failure to do so could result in the awarding organisations setting penalties which can include an official reprimand, the loss of examination marks or in extreme cases the loss of all examination results and a ban from future examinations.

Challney High School for Girls undertakes to run their examinations processes in accordance with the published guidance given in the JCQ Instructions for Conducting Examinations (ICE) book and other documents issued by JCQ and all awarding organisations.

Mobile Phones and Electronic Communication or Storage Devices

The possession of a mobile phone in an examination room, whether switched on or not, is an offence under JCQ regulations. In addition, the possession of any potential technological/web enabled sources of information such as iPods, Smart Watches, MP3/4 players, tablets, USB memory sticks and cards, Bluetooth devices and earphones (even if not attached to a device) are also an infringement of the regulations and could result in disqualification. The school has also decided to ban all types of wristwatch from the examination room.

None of the devices listed above must be brought into the examination room and for security purposes they may be handed into the School Reception.

Internal Assessment

An internal assessment is defined as any piece of written or practical work which is marked by the school or an external moderator which contributes to an overall qualification.

Under the Ofqual Code of Practice, the awarding organisations require examination centres to:

- Have a published Appeals Procedure relating to internal assessment decisions
- Make this document available and accessible to candidates

After candidates' work has been internally assessed, it will be moderated by the awarding organisation to ensure consistency in marking between centres. The final mark awarded is that of the awarding organisation. This process is outside the control of Challney High School for Girl.

Challney High School for Girls will ensure that:

1. The administrative requirements of the awarding organisations are met.
2. The regulations concerning the security and confidentiality of external and controlled assessments are complied with.
3. External and controlled assessments are conducted in accordance with the standards and procedures specified by the awarding organisations.
4. Internal assessments are conducted by staff with the appropriate level of knowledge, understanding and skills in the area being assessed.
5. Staff responsible for the internal standardisation or internal verification (IV) of work will attend any awarding organisations training to ensure understanding and expectation within their subject.
6. Students read and fully understand the Joint Council for Qualifications (JCQ) 'Notice to Candidates' about GCSE internal assessment regulations.
7. Candidates are given written guidance about the awarding organisation regulations for the production of internal assessments and the submission deadlines. Information on the school's Appeals Procedure, together with this document, will be given at the same time.
8. JCQ and all awarding organisation procedures regarding malpractice are complied with.
9. The consistency of the internal assessment is secured through the departmental mark scheme or marking criteria and internal standardisation/verification as necessary.
10. Work submitted by the candidate for assessment has been authenticated as original work according to the requirements of the specification.

11. Irregularities in internal assessments discovered prior to the candidate signing a declaration of authentication will not be reported to the awarding organisation but dealt with as an internal disciplinary matter. The work will not gain any credit.
12. An irregularity in an internal assessment discovered after a candidate has signed a declaration of authentication will be reported to the awarding organisation which may lead to disqualification from that subject.
13. Candidates are given clear instructions as to the deadlines for completing work.
14. Candidates are given adequate and appropriate time to produce their assessments.
15. All completed work and assessment evidence will be kept under secure conditions.
16. Internal assessments must be handed in fully completed by the agreed published departmental deadline (to meet awarding organisation deadlines).
17. The work must be handed in by the candidate to the designated teacher and not given to another candidate to hand in.
18. Normally there will be no extension of an internal assessment deadline if a candidate is absent for a day or two during the period that the internal assessment is being completed.
19. In special circumstances e.g. a prolonged absence covered by a medical certificate, there is a possibility of an extension but this must be negotiated with the Deputy Headteacher responsible for the curriculum. A letter will be given to the Department Leader and the candidate's parents to confirm the extension.
20. Any extension required after the awarding organisation deadline must be referred to that organisation following their guidelines and procedures.
21. JCQ regulations state that candidates must be told the assessment mark given by their teacher. This requirement is to enable candidates to request a review of the centre's marking prior to the marks being submitted to the awarding organisation, should they wish to do so, and will facilitate the operation of a fair review process. It is reflected in the regulators' Qualification Level Conditions and Requirements.
22. If a candidate wishes to request a review of their internal assessment mark they must follow the process as detailed in Challney High School for Girls Appeals Procedure for Internal and External Assessment.