

Park High School Policy for Internal Assessment Decisions at GCSE, AS and A Level

Under the Joint Council Code of Practice, the Awarding Bodies require school centres offering their examinations to:

- have a published appeals procedure relating to internal/controlled assessment decisions
- make this document available and accessible to candidates

Our policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding.

- The candidate will have produced coursework/controlled assessment that has been authenticated as original work according to the Joint Council document issued in September to all examination candidates in years 10, 11, 12 and 13.
- In September, all candidates are given written advice about the production of the coursework/controlled assessment and deadlines to be met. Information about the appeals procedure will be given in the same advice.
- Within a department, all candidates are given adequate and appropriate time to produce the coursework/controlled assessment.
- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
- The consistency of the internal assessment is secured through the departmental mark scheme or marking criteria and internal standardisation as necessary.
- Each Awarding Body specifies detailed criteria for the internal assessment of the work and staff responsible for internal standardisation attends any training sessions given by the Awarding Bodies.
- The Awarding Body must moderate the assessed coursework/oral tapes/controlled assessment and the final mark awarded is that of the Awarding Body. This mark is outside the control of the school and is not covered by this procedure.

Appeals Procedure

1. The grounds for appeal relate **only** to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and **do not** apply to the judgment themselves.
2. The appeal must be made in writing to the **School's Examination Officer by 31 May** of the year that the coursework/controlled assessment was assessed. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer/friend.
3. The Headteacher will nominate the Examination Officer (EO), to lead the enquiry provided that the EO has played no part in the original assessment process. An experienced Head of Department and School Governor will also be on the panel to act as an independent member.
4. The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed by the end of June of that examination series.
5. The panels' findings will be formally reported back to the candidate/parent/carer at the beginning of July.
6. Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the EO and made available to the Awarding Body if required.

Assessed Coursework/Controlled Assessment Procedure at Park High School

1. Coursework/controlled assessment is defined as any piece of written or practical work which is marked by the school or an external examiner and which contributes to a GCSE, AS or A level grade.
2. Students must read and understand fully the Notice to Candidates from the Joint Council for Qualifications about Coursework and Controlled Assessment Regulations (attached).
3. Irregularities in coursework/controlled assessment discovered prior to the student signing a declaration of authentication will not be reported to the Awarding Body but dealt with as an internal disciplinary matter. The work will not gain any credit.
4. An irregularity in coursework/controlled assessment discovered after the signing of the declaration of authentication by the student will be reported to the Awarding Body which may lead to disqualification from the subject.
5. Coursework/controlled assessment must be handed in by the agreed departmental deadline which is earlier than the final deadline for the Awarding Bodies. This is to enable work to be marked and standardised.
6. All students are given the same and sufficient time to complete the work.
7. Students are given clear instructions as to the time and place for handing in the work.
8. The work must be handed in by the student to the designated teacher and not given to another student in school to hand in.
9. If the student is absent from school on the deadline day, a parent/carer or friend must bring the work to school to be handed in by the deadline.
10. If it is impossible to deliver the work to school, the Head of Department must be contacted by phone on the deadline day for advice.
11. If the coursework/controlled assessment has not been completed by the deadline, the incomplete work must be handed in on the deadline day to receive a mark. There will be no further opportunity to complete this work for an improved mark.
12. Normally there will be no extension of a coursework/controlled assessment deadline if a student is absent for a day or two during the period that the coursework/controlled assessment is being completed.
13. If there are any special circumstances e.g., prolonged absence covered by a medical certificate, there is the possibility of an extension but this must be negotiated with the Head of Department. A note will be given to the parent/carer to confirm the extension.

Coursework/Controlled Assessment Appeals Procedure

- The Joint Council for Qualifications Code of Practice requires schools to have a published appeals procedure relating to internal assessment decisions.
- The grounds for appeal relate only to the procedure used in arriving at internal assessment decisions and do not apply to the judgments themselves.
- Appeals must be made in writing by 31 May of the year that the work was assessed to:

Mrs B Hirani
Examinations Officer

- The Park High School Appeals Procedure is available for inspection.

Park High School – Internal Appeals Policy

What the Head of Department must provide for the appeal panel

1. Departmental minutes from the first meeting of the school year to indicate that the school procedure for internally assessed coursework/controlled assessment was discussed and given out to new and existing members of the department. Absentees were given their copy.
 2. The mark scheme or marking criteria for the coursework/controlled assessment provided by the Awarding Body.
 3. The departmental mark scheme or marking criteria given to the teachers for marking the coursework/controlled assessment if this differs from that of the Awarding Body.
 4. Dates when the coursework/controlled assessment was set and to be handed in for that student.
 5. Evidence that all teaching groups have been given the same length of time.
 6. The departmental policy for candidates who were absent when the coursework/controlled assessment was set or were absent for part of the period during which the coursework/controlled assessment was being carried out.
 7. Dates when the coursework/controlled assessment was marked by the teachers.
 8. The name of the teacher in charge of the internal standardisation.
 9. Dates when this teacher attended the last Awarding Body Standardisation meeting.
 10. Evidence that the information from this meeting was disseminated to the department.
 11. Date(s) for departmental standardisation meeting and teacher attendance.
 12. If the teacher assessing the piece of coursework/controlled assessment was absent, what was done to ensure that the information was given to this teacher?
 13. Copy of coursework/controlled assessment marks sent to the Awarding Body.
- The above information should be provided in a ring binder or suitably filed.
 - It would be advisable to set up this binder at the beginning of the course and update it each year.
 - If an appeal application is made, the HoD would only have a short time to provide this information for the Appeal Panel. **Appeals have to be made by 31 May in the year that the work was assessed.**
 - The evidence above may also be requested by an Awarding Body inspector visiting the school or the Awarding Body if a parent makes a further appeal against the panels' decision.

Enquiries about Results (Re-marks)

In cases of Enquiries about Results, where there are no obvious errors in marking and/or grades and where the school does not uphold a request for such an enquiry, the student may pay to have an enquiry carried out via the School (Exams Office).

An Enquiry about Results form is available from the Exams Office detailing deadlines and fees.