



# Notting Hill & Ealing High School GDST

## **Appeals against internal assessment decisions (centre assessed marks)**

This procedure confirms the school's compliance with JCQ's General Regulations for Approved Centres 2017-2018, section 5.8 that the centre has in place "a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates" and that the centre "must inform candidates of their centre assessed marks as a candidate is allowed to request a review of the centre's marking before marks are submitted to the awarding body."

Certain components of GCSE and GCE (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments) and other qualifications that contribute to the final grade of the qualification are internally assessed (marked) by the centre. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

NHEHS is committed to ensuring that whenever its staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

All pupils are entitled to be told what coursework or controlled assessment mark they have been awarded by their teacher. A student will always be made aware of their mark for all internally assessed work including science practicals. Departments set the appropriate manner and time to give marks to the students both to allow students to reflect on their result and to avoid marks being shared amongst their peers. Marks should be given to all girls in the cohort as near to the same time as possible and presented in written form to avoid confusion.

On being informed of their centre assessed marks, if a student feels the mark they have been given is inaccurate and they are concerned that the correct procedure set out above has not been followed, then they are able to appeal. It should be noted that any review of internal assessment marks can result in a mark going down as well as up. The process of internal assessment is included below:

1. NHEHS 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.
2. Candidates may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment.
3. NHEHS will, having received a request for copies of materials, promptly make them available to the candidate.
4. NHEHS will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. In the first instance, students will be advised that they should raise concerns regarding coursework marks with the Head of Department. Should they wish to request a formal and full review of marking, this **must** be made in writing to the Head using the NEA appeal form available from Ms Aharbil, **no later than 5 working days** after the coursework marks were received.
6. NHEHS 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. In normal cases a week will be the limit for a review period, but it may be shorter.
7. NHEHS 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. The Exams' Officer will be made aware of the review and the Head of Department will ensure that an independent assessor is used.
8. NHEHS will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre. Candidates and parents must recognise that a mark may be raised or lowered following a review of marking.
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 under the School complaints procedure. A written record will be kept by the Exams' Officer 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. The outcome of this review is final in so far as any internal assessment is concerned, including if the outcome of the review is to reduce the final mark.

After work has been assessed internally, it is moderated by the Examinations Board to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of the school and is not covered by this procedure. Information regarding enquiries about externally awarded marks or grades (Enquiries about Results) is available on Results Day or at any time from the Examinations Officer.