

# **Brine Leas School**

## **An Academy**

### **GCSE AND A LEVEL ASSESSMENT DECISIONS POLICY**

Under section 2, paragraph 19 (ix) of the Joint Council Code of Practice, the Awarding Bodies require school centres offering their examinations to:

- have a published appeals procedure relating to internal 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.

1. The candidate will have produced coursework that has been authenticated as original work according to the Joint Council document issued in September to all examinations candidates in years 10 & 11.
2. In September, all candidates are given written advice about the production of coursework deadlines to be met. Information about the appeals procedure will be given in the same advice.
3. Within a department, all candidates are given adequate and appropriate time to produce the coursework.
4. Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
5. The consistency of the internal assessments is secured through the departmental mark scheme or marking criteria and internal standardization as necessary.
6. Each Awarding Body specifies detailed criteria for the internal assessment of the work and staff responsible for internal standardisation attend any training sessions given by the Awarding Bodies.
7. The Awarding Body must moderate the assessed coursework/oral tapes 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 Examinations Officer by 31 May of the year that the coursework was assessed. The grounds for 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 a member of staff, normally the Examinations Officer (EO), an experienced teacher and a member of the Senior Leadership Team to act as an independent member to form the panel.
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 panel's findings will be formally reported back to the candidate/parent/carer at the beginning of July.
6. Records of the request for the appeal, evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the Awarding Body if required.

Prepared/Updated by: S Donald / C Corbett	Date: January 2016
Approved by Governors: Awaiting Approval	Review Date: January 2018

**What Departments 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 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 provided by the Awarding Body.
  3. The departmental mark scheme or marking criteria given to the teachers for marking the coursework if this differs from that of the awarding body.
  4. Dates when the coursework 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 department policy for candidates who were absent when the coursework was set or were absent for part of the period during which the coursework was being carried out.
  7. Dates when the coursework 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 the department standardisation meeting and teacher attendance.
  12. If the teacher assessing the piece of coursework was absent, what was done to ensure that the information was given to this teacher.
  13. Copy of coursework marks send to the awarding body.
- The above information should be provided in a ring binder or suitable 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 panel's decision.