



ST EDMUND'S COLLEGE

Procedure for Appeals against Internal Assessments in External Qualifications

2021/22

Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide!

St Edmund's is committed to ensuring the welfare and protection of children in their care and this commitment is a fundamental part of the role of every employee.

This procedure confirms St Edmund's College compliance with JCQ's General Regulations for Approved Centres that the centre will:

- have in place and be available for inspection purposes, 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
- before submitting marks to the awarding body inform candidates of their centre assessed marks and allow a candidate to request a review of the centre's marking

St Edmund's College is committed to ensuring that whenever its staff assess the work of candidates for external qualifications, this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

All centre staff follow a robust Non-examination Assessment Policy (for the management of non-examination assessments). This policy details all procedures relating to non-examination assessments for relevant qualifications delivered in the centre, including the marking and quality assurance/internal standardisation processes which relevant teaching staff are required to follow.

Assessments will be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The work of candidates must be produced and will be authenticated according to the requirements of the awarding body. When assessment of a piece of work is divided among several staff, consistency will be maintained by internal moderation and standardisation.

On being informed of their centre assessed marks if a candidate feels that the above procedures were not followed in relation to the marking of their work, they should first discuss the matter with the Head of Subject. If the problem cannot be resolved in this way, the candidate may request a review of the centre's marking before the marks are submitted to the awarding body using the formal appeal procedure described below.

The Appeal Procedure

1. The parent or guardian of the candidate, but not the candidate acting alone, must write to the Senior Deputy Head Academic. The application must be made as soon as the circumstances become known and always before the deadline stated on the Request for Review form.
2. The Deputy Head and two other experienced members of the teaching staff, not directly involved in the assessment in question, will conduct the appeal. If the Deputy Head was directly involved in the assessment in question, or is otherwise unable to investigate, the Headmaster will appoint another Senior Manager in his place.
3. The teachers who conduct the appeal will decide whether the procedures used for the internal assessment conformed to the requirements of the awarding body and the candidate's mark is consistent with the standard set by the centre.

4. The outcome of the appeal will be reported in writing to the candidate and their parents or guardian before the awarding body's deadline. Any changes made to the assessment of the work, any changes made to improve the College's application of the procedures, and any correspondence with the awarding body will also be reported.
5. A candidate who is not happy with the written response received may request a personal hearing. The date for this will be set not less than three days following the placing of the request. A candidate will be given access to all relevant documents and, if presenting their own case, be allowed to be accompanied by a (single) friend / carer.
6. The outcome of the appeal will be made known to the Headmaster and will be logged as a complaint under the College's complaints procedure. The College will notify the awarding body of any outcome of the appeal that has implications for the conduct of the examinations or the issue of results. A written record of the appeal will be kept and must be made available to the awarding body at their request.

Notes

1. The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.
2. Appeals against the marking of externally assessed examinations components are dealt with after the publication of results according to procedures published by the awarding bodies.
3. More information about the awarding bodies' procedures may be obtained from the School's Examination Officer.
4. Further copies of this document may be obtained on request from the Deputy Head or Examinations Officer. It is also published on the College website www.stedmundcollege.org

Examinations Office
Michaelmas 2021