

# **TRING SCHOOL**

## **INTERNAL APPEALS POLICY**

### **Coursework and controlled assessment**

This policy applies to coursework and controlled assessment which is marked in school and moderated by the examination board. Tring School is committed to ensuring that when 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 students is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will take place to ensure consistency.

1. Enquiries about coursework and controlled assessment marks should initially be addressed to the teacher responsible for assessing the work.
2. As soon as reasonably practicable, the teacher will provide the student with details of the marks awarded and explain the current status of the piece of work e.g. whether marking/internal moderation is complete. In accordance with normal teaching practice, the teacher will discuss with the student the reasons for the awarding of a particular mark if examination board regulations allow this.
3. Additional information about the work e.g. comments recorded about it by the teacher, comments from internal moderation, any correspondence with the exam board about the piece of work etc are available to the student where this does not contravene examination board regulations.
4. If at this point, the student is not satisfied that the piece of work has been marked fairly and in accordance with the instructions of the examination board, a formal appeal, in writing may be made to the examinations officer and the work will be re-marked by an appropriate member of staff. The deadline for internal appeals is seven working days after the student is given their final mark. The student and parents must be made aware that the appeal may result in the mark staying the same, going up or going down. If the re-mark results in a different mark there should be a dialogue between the two teachers involved and a final mark agreed. If the teachers cannot agree then an appropriate third party (EG. The Head of Department) will arbitrate.
5. The students and parents should be informed of the result of the appeal within five working days.

6. If the teacher has doubts about authenticating a piece of work, these will be raised with the student at the earliest opportunity. The student will be given a chance to remove material which cannot be authenticated or to undertake an alternative task if this is practical. No work that is unable to be authenticated can be used. The Controlled Assessment Co-ordinator, head of department, examinations officer and parents will be informed in all cases where work cannot be authenticated. If malpractice is suspected whilst the controlled assessment is occurring then it should be investigated immediately and if necessary, the Controlled Assessment Co-ordinator called for.
7. The examination board will be informed if the findings of any appeal are not likely to be final by the date of the last externally assessed paper in the subject.