

Ashley High School Policy on Internal Assessments for External Qualifications

Ashley High School is committed to ensuring that:

- Members of the teaching staff who have the appropriate knowledge, understanding and skills and who have been trained in this area conduct internal assessments.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned.
- The consistency of internal assessment will be maintained by internal moderation and standardisation.
- All student work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.

Note to candidates

If a candidate has any concerns about the procedures used in assessing their internally assessed work for public exams i.e. controlled assessment/coursework/portfolios, he/she should discuss the matter with the Head of Subject immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used by the student concerned.

The regulations for GCSE, Entry Level and Project Qualification Coursework Assignments and GCSE Controlled Assessments state that:

- "The work you submit for assessment must be your own"
- "You must not copy from someone else or allow another candidate to copy from you"
- "If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating or malpractice" Full instructions on how to reference sources are provided in the JCQ notice issued to candidates entitled Information for candidates - controlled assessment.

Teachers have the right to reject a student's work on the grounds of malpractice if any of the above regulations are broken.

The student, parent or guardian of a student has the right to appeal against any decisions to reject to a candidate's internally assessed work on the grounds of malpractice.

Written Appeals Procedure

The appeal applies only to procedures used in arriving at internal assessment decisions and does not apply to the judgment themselves, you cannot appeal against the mark or grade only the procedures used.

- The parent or guardian must make the appeal in writing stating the details of the complaint and the reasons to the School's Examinations Manager at least two weeks before the date of the last externally assessed paper of the series (e.g. the last GCSE written paper in the June GCSE examination series)
- On receipt of the written appeal, an enquiry into the internal assessment will be conducted by the Examinations Manager and a member of the Senior Management Team provided that neither has played any part in the original internal assessment process;
- The teacher concerned in making the assessment, which is subject to appeal, will be given the opportunity to see a copy of the appeal and respond to it in writing with a copy sent to the candidate;
- The candidate bringing the appeal will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures;
- If the candidate is not happy with this written response they will be given the opportunity to have a personal hearing. The candidate will be given reasonable notice of the hearing date and may be accompanied by a parent/guardian;
- The hearing will be held in the presence of the staff who investigated the appeal plus two individuals who have no prior involvement in the appeal. One of the individuals should be a senior member of staff and the second an independent person;
- The teacher(s) and candidate should have the opportunity to

hear each other's submission to the panel at the hearing;

- The candidate will be informed in writing of the outcome of the hearing, including:
 - Relevant communication with the Awarding Body
 - Any steps taken to further protect the interests of candidates

A written record of the appeal and hearing will be kept on file at the centre and the awarding body will be informed should any irregularity to procedures come to light.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside of the control of Ashley School and is not covered by this policy.

Policy on External Assessments for External Qualifications (Enquiries about Results)

Enquiries about results (EaRs) may be requested if there are reasonable grounds for believing there has been an error in marking.

- Requests should be agreed by Head of Subject with a member of Senior Leadership Team before submission to the Examination Officer;
- Candidates must sign a consent form to confirm that they are aware that EaRs can result in marks/grades being raised, confirmed or lowered;
- Consent forms will be issued by the Examination Officer;
- Candidates wishing to request a re-mark against the advice of the relevant Head of Subject may proceed with the EaR, but all costs involved must be paid by the candidate at the time the EaR is made. No EaRs will be made until the necessary fee, levied by the relevant awarding body, and a signed consent form is received. If the enquiry is successful the fee will be refunded to the student;
- The Examination Officer will advise the candidate of the outcome of the EaR request as soon as it is received from the Awarding Body.