

Appeals against centre assessed marks

It is the view of Bridgewater High School that this procedure will normally only be required when all other mechanisms within the centre have failed to resolve the matter of concern. It will be the final stage in the normal process of considering and resolving disputes. It is expected that it will be used only in exceptional circumstances

Overview

Bridgewater High School is committed to ensuring that whenever their staff assess students' work for external qualification this is done fairly, consistently and in accordance with the specification for the qualifications concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills and who have the appropriate level of competence.

The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications of each subject.

Where internally assessed work has been divided between different members of staff, internal moderation and standardisation will take place to ensure consistency of assessment in line with JCQ Instructions for conducting Controlled Assessment 2023-24, JCQ Instructions for conducting Non Exam Assessments 2023-24 and JCQ Instructions for conducting coursework 2023-24.

If a student feels that this may not have happened in relation to his/her work, then he/she may make use of this appeals procedure.

Process of Appeal

1. Appeals should be made within 5 days of a student receiving a centre assessed mark.
2. Within these 5 days you may request copies of assessment materials to assist you in considering whether to lodge an appeal.
3. An appeal may only be made against the assessment process or against the mark submitted to the Awarding Body
4. The candidate must make the appeal in writing to the Examinations Manager, using the attached form, **outlining the reasons for the appeal**. Forms must be accompanied by the relevant fee, see point 10.
5. The purpose of the appeal investigation will be to decide whether the process used for the internal assessment and the mark awarded, conformed to the published requirements of the awarding body and the JCQ Instructions for conducting Controlled Assessment 2023-24, JCQ Instructions for conducting Non Exam Assessments 2023-24 and JCQ Instructions for conducting coursework 2023-24 where appropriate.
6. The member(s) of staff concerned in making the assessment(s) will be issued with a copy of the complaint and will be provided with an opportunity to respond to this in writing
7. The review of marking will be conducted by personnel who have not been involved in the original standardisation process.
8. The candidate will be informed in writing within 15 working days of the outcome of the appeal investigation
9. Should the appeal process bring any significant irregularity to light, the awarding body will be informed. The centre will inform the awarding body if there is any change to an internally assessed mark as a result of the appeal.
10. The cost of a review of centre assessed marks is £50 per unit. Cheques should be made payable to "**Bridgewater High School**"

Post Awarding Body Moderation of Internal Assessment

1. After work has been internally assessed, it is submitted by Bridgewater High School for moderation by the awarding the body to ensure consistency between centres.
2. Such moderation can change the marks awarded for internally assessed work. This is outside the control of Bridgewater High School and is not covered by this procedure.
3. Each awarding body has its own appeal procedure which is available from the Examinations Manager upon request

Bridgewater High School

Internal Appeals Form - Request for a review of Centre Assessed Marks

This form is to be used to request a review of a centre marking/ internal assessment decision.

It has been issued along with a copy of the relevant assessment material you have requested.

This form must be signed, dated and returned to the exams office within the timescales indicated in the internal appeals procedure.

Exam Season/Year		Candidate name	
Awarding Body		Qualification	
Subject		Unit code & title	

Please state the grounds for your appeal below:

You may want to ask for help from an adult to complete this section of the form

If necessary continue on an additional page

Candidate signature:

Date:

FOR CENTRE USE ONLY

Date received: