

Internal Appeals Policy

AIMS

All internal assessments will be undertaken by appropriately trained staff, using correct procedures. Students have a right to appeal if they feel that this is not the case.

This policy cover non-examination assessment and controlled assessment for GCE, GCSE and Extended Project. It also includes endorsements for GCSE English speaking and listening and A level Science practical's.

Rushden Academy is committed to ensuring that whenever their staff assess students' work for an external qualification this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by teachers who have the appropriate knowledge and skills to undertake this task. The students' work should be produced and authenticated according to the requirements of the Awarding Body. Where assessments involve more than one teacher or teaching groups, consistency should be assured by internal moderation and standardisation. All students will be informed of the mark awarded for their assessment before it is submitted to the Awarding Body and informed that grades are only awarded by the Awarding Body following submission of marks as grades can change on moderation

If a student feels that this may not have happened in relation to his/her work they may appeal, using the guidelines below.

NB students can only appeal against the process that led to the assessment and not against the mark awarded.

- Students will be informed of their centre assessed marks before marks are submitted to the awarding body.
- Students will be informed that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment. There may be a charge for this.
- On receiving a request for copies of materials, they will be made available to the student within 5 working days
- Once the student has reviewed the materials provided they can request an appeal if they still feel the correct procedures have not been followed. This should be done in writing within 5

working days of receiving copies of the requested materials, clearly stating the reason for the appeal.

- The review of marking will be carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that student and has no personal interest in the review. The reviewer will ensure that the candidate's mark is consistent with the standard set by the centre.
- The review will be completed within 5 working days. The student will be informed in writing of the outcome of the review of the centre's marking. This will take place before the awarding body's deadline.
- The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

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.

This policy will be publicised to students in the college via the Principal and the college website.