

ST MARGARET'S

SCHOOL

APPEALS AGAINST THE AWARD OF INTERNAL ASSESSMENT DECISIONS INCLUDING COURSEWORK (LEGACY AS AND A LEVELS) AND CONTROLLED ASSESSMENT MARKS (LEGACY GCSE)

Information for Candidates and Parents

Candidates have access to all pieces of marked internal assessments, with the exception of some secure controlled assignments, after it has been through internal moderation by the department. Marked scripts may not be taken home and access to the coursework/assignment and controlled assessments will be under the supervision of a member of staff.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. St Margaret's School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

If a candidate believes that this may not have happened in relation to her work, she may make use of this appeals procedure.

An appeal **must** be made in writing. The Candidate consent form (Appendix1) must identify the subject, the piece of coursework and the reason(s) for the appeal. The form must be signed by the candidate and by one of their parents or guardians.

The appeal procedure is managed by the Academic Director and the appeal form should be addressed to the Academic Director.

St. Margaret's will, having received a request for materials, promptly make them available to the candidate, either originals viewed under supervised conditions or copies.

St. Margaret's will provide candidates with sufficient time, normally at least five working days, in order to allow them to review copies of materials and reach a decision as to whether to request a review of marking. A deadline for the review of marking request will be provided at this stage. Requests will not be accepted after this deadline. Requests must be made in writing.

The appeal will be considered by an appropriately qualified assessor who has had no previous involvement in the assessment of that candidate for the component in question, and has no personal interest in the outcome of the review. This may be a teacher from within St Margaret's School or a teacher from another centre.

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Where there is a need there may be a charge of up to £70 for this service.

A review will not take place until the internal assessment task(s) have been internally moderated by the department.

The review will consider the marking of the piece of work with regard to the relevant mark scheme and with consideration of the published requirements of the Awarding Body, (the examination board).

The review procedure may increase, decrease, or leave unchanged the mark for any piece of coursework.

Appeals should be made as early as possible and by the deadlines below at the latest to ensure that the internal appeals process is completed prior to the submission of centre marks to the awarding body.

Subject	Deadline
Art GCSE	06/05/2022
Art GCE	17/05/2022
Drama GCSE	20/04/2022
All other subjects	01/05/2022

The review and subsequent report will be finished before the date of the final examination in the subject.

The candidate will receive written notification of the outcome of the Review. A subsequent meeting may then be arranged. The candidate may be accompanied at this meeting by a parent or guardian. The school will be represented at the meeting by the Head of Department and a member of the Senior Management Team.

The Head will be informed of all appeals and a written record of all appeals will be retained by the school.

The school will inform the Awarding Body of any appeals that result in a change of a mark which has already been submitted to the Awarding Body.

Candidates have the right of access to the following items:

- the marks awarded by the centre (after internal moderation) for all of the candidate's assessed work;

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- all comments recorded by the centre relating to the candidate's assessed work. Any correspondence between the school and the Awarding Body relating to the candidate's internally assessed work;
- information, if available at the time of the appeal, as to whether the work in question was sampled by the Awarding Body;
- the moderated mark given by the Awarding Body, if known at the time of the appeal;
- the relevant Awarding Body procedures for the conduct of internal assessment.

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Appendix 1



AQA City & Guilds CCEA OCR Pearson WJEC

Appeals, June 2022 examination series

Candidate consent form

Information for candidates

The following information explains what may happen during the appeals process.

If your school or college submits an application for an appeal on your behalf after your subject grade has been issued, there are three possible outcomes:

- Your original calculated grade is lowered, so your final grade may be lower than the original grade you received.
- Your original calculated grade is confirmed as correct, so there is no change to your grade.
- Your original calculated grade is raised, so your final grade may be higher than the original grade you received.

In order to proceed with the appeal, you must sign the form below. (This can be an electronic, handwritten or typed signature.) This tells the head of your school or college that you have understood what the outcome might be, at any stage of the appeals process, and that you give your consent to the appeal being submitted.

Candidate consent form

Centre Number	Centre Name
Candidate Number	Candidate Name

Details of enquiry (Awarding Body, Qualification level, Subject title) and reason

.....

I give my consent to the head of my school or college to start the appeals process for the subject(s) listed above. In giving consent I understand that the appeals process could lead to my final calculated subject grade being lower than, higher than, or the same as the result which was originally awarded for this subject.

Candidate signature: **Date:**

Parent/ Guardian signature:.....

This form should be retained on the centre's files for at least six months following the outcome of the appeal.