

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 letter must identify the subject, the piece of coursework and the reason(s) for the appeal. The letter 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 letter 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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There will be a charge of up to £75 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	07/05/2019
Art GCE	20/05/2019
Drama GCSE	13/03/2019
Food Preparation GCSE	23/04/2019
All other subjects	01/05/2019

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 Headmistress 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:

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

R Hardy
Headmistress

Date : 01/04/2019