

POLICY ON INTERNAL ASSESSMENTS FOR QUALIFICATIONS WITH ENGLISH AWARDING BODIES

In accordance with the Code of Practice for the conduct of external qualifications produced by the QCA, Bexley Grammar School is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant Specifications for each subject;
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies;
- Staff responsible for internal standardisation and / or assessment attend any compulsory training sessions.

Written Appeals Procedure

Each Awarding Body publishes procedures for appeals against its decisions, and the Examinations Officer will be able to advise pupils and parents of these procedures.

Appeals may be made to the school regarding the *procedures* used in internal assessment, but *not the actual marks or grades* submitted by the school for moderation by the Awarding Body.

A pupil or parent wishing to appeal against the procedures used in internal assessments should contact the Examinations Officer as soon as possible to discuss the appeal, and a written appeal must be received by the school *at least two weeks before the date of the last external exam in the subject*.

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer and the Head of Department. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.

The appellant will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates.

- The outcome of the appeal will be made known to the Headmaster and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. This is outside the control of Bexley Grammar School and is not covered by this procedure. If you have concerns about it, please ask the Examinations Officer for a copy of the appeals procedure of the relevant awarding body.

Where there is a disagreement with a decision by the centre not to support an Enquiry about Results, the candidate can make an appeal on private grounds through the centre. The candidate will be required to pay for the process. The decision for the centre not to make an Enquiry about Results will be reached using the process described above.

Statement for pupils:

"If at any stage during your exam courses you have concerns about the procedures used in assessing your internally marked work for public exams (eg coursework / portfolio / projects) you should see the Examinations Officer as soon as possible."

Examinations Office