



Internal Assessment Appeals Procedure

Reviewed 09/09/21

King Edward VI School is committed to ensuring that whenever its staff mark students' work this is done fairly, consistently and in accordance with the awarding body's specification.

Where a number of subject teachers are involved in marking candidates' work that will count towards final grades in public examinations, internal moderation and standardisation will ensure consistency of marking.

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

1. If students have met all internal deadlines teachers will inform students of the marks awarded for any internally assessed components of GCSE and GCE at least seven working days before the exam board deadline for receipt of marks for their subject. It is the responsibility of the student to seek clarification or raise any concerns which may lead to an appeal over the marks or grades awarded within two days of receiving their mark.
2. Students may request copies of relevant materials to assist them in considering whether to request a review of the School's marking of the assessment. These materials could include a copy of their marked work, the relevant specification and associated subject specific documents. These materials must be made available to students within 24 hours of being requested.
3. Any appeals must be made in writing to the Deputy Headmaster (Academic) explaining on what grounds a review is requested.
4. The Deputy Headmaster (Academic) will arrange for a review of the marking to be carried out by an assessor with appropriate competence, who has had no previous involvement in the assessment of the student and has no personal interest in the outcome of the review.
5. The purpose of the review will be to decide whether the student's mark is consistent with the awarding body's specification and subject-specific associated documents.
6. The appellant will be informed in writing of the outcome of the appeal.

7. The outcome of the appeal will be made known to the Headmaster. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency between centres. The moderation process may lead to mark changes. This process is outside of the control of King Edward VI School and is not covered by this procedure.

Appendix – additional points for clarification

Does the requirement to inform candidates of their centre marks apply to the Spoken Language Endorsement for GCSE English Language and the Practical Skills Endorsement for the A level Sciences (Ofqual accredited qualifications only)?

Yes. Evidence may be limited but might include written records and, in spoken Language, recordings, if available.

Does the requirement to inform candidates of their centre marks apply in qualifications that have more than one internally assessed component, eg to both components in Art & Design, which is 100% internally assessed, and must candidates be given their marks for all internally assessed components?

Yes. In Art & Design, along with other subjects which have more than one internally assessed component, candidates must be given all of their marks and can request a review of one or more of those marks.

What should a centre do if it is challenged about a candidate's mark before moderation?

In the first instance the centre should follow its published internal appeals procedure, which must set out its arrangements for conducting a review of internally assessed marks. The outcome of the review should determine the mark to be submitted to the awarding body.

The principle should be that the centre submits marks which it has standardised internally before submission to the awarding body. This will then enable the awarding body's moderation process to be undertaken successfully.

What should a centre do if it is challenged about a candidate's mark after moderation?

The internal review process must be completed prior to an awarding body's date for submitting marks. Any candidates submitting later requests for a review must therefore be informed that they are out of time. Centres must publish and communicate clear deadlines for candidates to submit a request for a review against the mark before the date for submitting marks.

What constitutes 'sufficient time' for a candidate to study copies of materials and decide whether he/she wishes to review the mark awarded by the centre?

Five working days would be considered reasonable, although this may vary, depending on, for example, the subject, the size of the cohort and the number of teachers of that subject at the centre. Centres should provide a clear deadline to candidates which takes into account the time it will take to review any marks and submit the final marks to the awarding body by the published deadline. Candidates must on no account be allowed access to original assessment material, including artefacts, unless supervised

Will an awarding body allow centre assessed marks to be submitted after the published deadline to specifically accommodate candidates' requests for reviews of an internal assessment?

No: an awarding body will not allow centre assessed marks to be submitted after the published deadline to specifically accommodate candidates' requests for a review of an internal assessment. A review needs to be completed by the deadline for the submission of marks to the awarding body.

Can a candidate only request a review of an internal assessment mark if he/she identifies an issue or issues?

Centres should inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark. Centres may wish to rule out complaints regarding the quality of teaching since the review will focus on the quality of work submitted. Having reviewed the copies of materials made available to him/her, the candidate will need to explain what he/she believes the issue to be.

In most cases it is likely candidates who request reviews will believe that the marks they have been awarded does not give them sufficient credit for meeting the criteria in the assessment materials. Generally, candidates are unlikely to request a review on the grounds that their mark is not in line with the standards set by the centre. The purpose of giving candidates the assessment criteria is to enable them to evaluate whether the criteria have been correctly applied.

It is important that candidates understand that 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 therefore should be considered provisional.

Should the review be of the mark awarded or of the process leading to the mark being awarded?

The review should be of the mark that has been awarded, confirming whether or not the candidate's mark is in line with the standard set for the other candidates at the centre. The following will be reviewed:

- the candidate's work (where the evidence of this is ephemeral, for example in Drama or Music, then the recording of the work should be given to the reviewer);
- the mark sheet completed by the teacher which usually shows the breakdown of marks per Assessment Objective (AO) or section of the mark scheme;
- information regarding any internal standardisation to ascertain whether consistent standards were applied by the original marker to this candidate's work; and
- any comments/annotation made by the teacher during the marking process.

How should the review be conducted?

Different approaches may be equally valid, depending on the particular subject, however, the task of the reviewer does not vary. It is important that the reviewer is provided with some materials from the centre's internal standardisation process that took place prior to releasing marks to candidates, as well as the work that is under review. Centres will need to ensure they retain internal standardisation materials for this purpose. The reviewer would need to see the candidate's work, the internal assessor's mark sheet and any annotation or comments that demonstrate how/why a certain mark was awarded.

These **must** be considered within the context of the internal standardisation materials provided in order to ensure a consistent approach to other candidates in the centre. Where there was no internal standardisation carried out (because there was only one teacher involved in marking the component), work of other candidates in the cohort must be considered to ensure that judgements can be made on the consistency of standards.

It is recommended that the review takes place at the centre in order to maintain the integrity of the work and to ensure secure storage. If the review must take place remotely, then the original materials should be held at the centre, with the reviewer being provided with copies of the candidate's work.

It **must** be made clear to the reviewer, the teacher and the candidate that it is not possible for anyone to alter the work after the internal assessor has provided a mark to the candidate.

The reviewer **must** provide a reason for upholding or changing the mark awarded by the centre. This can be a brief annotation on the record form, showing the reviewer's breakdown of marks per Assessment Objective (AO) or section.

The candidate must be informed in writing of the outcome of the review and it should be logged and brought to the attention of the head of centre. The written record must be made available to the awarding body on request.

Should the review raise wider concerns, for example about the centre's general application of the assessment criteria, the reviewer should discuss these with the head of department/head of centre as required. Further advice should be sought from the awarding body if necessary.

If an external reviewer disagrees with the marking, is the centre obliged to accept the new mark?

The reviewer should be instructed to ensure that the candidate's mark is consistent with the centre's marking standard. He/she is required to correct any marking error.

The three types of marking error are:

- an administrative error;
- a failure to apply the marking criteria to the evidence generated by the candidate where that failure did not involve the exercise of academic judgement; or
- an unreasonable exercise of academic judgement.

If the reviewer decides that there has been a marking error, he/she must indicate where the marking error has occurred and how the mark is not in line with the standard of other candidates at the centre. It is for the centre to determine whether any difference in marking is within any tolerances such as the centre would allow during its internal standardisation process. The head of centre will have the final decision if there is any disagreement on the mark to be submitted to the awarding body.

Can candidates follow up the outcome of a review by producing additional work in order to improve the mark which they have been given by the centre?

No. This is not an opportunity for candidates to try and improve their mark after the centre's deadline for the submission of final work. The service is to specifically provide an opportunity to challenge the mark, as awarded by the centre, on work already submitted for assessment.