



**Emerson Park Academy**  
A SPECIALIST SPORTS COLLEGE

# **Internal Assessment Procedure & Appeals**

**And**

# **Enquires About Results (EAR's)**

**2016/2017**



# Emerson Park Academy

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## Internal Assessment Procedure and appeals

Emerson Park Academy is committed to ensuring that whenever its staff mark candidates' controlled assessment/coursework/non-examination assessments this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Emerson Park Academy 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 candidate work, internal moderation and standardisation will ensure consistency of marking.

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

**NB: an appeal may only be made against the assessment process and not against the mark submitted to the awarding body.**

*After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Emerson Park Academy and is not covered by this procedure. Any changes made by the awarding body are not communicated to us until results day in August.*

Sometimes a candidate will not agree with the coursework/assessment marks awarded by a teacher. If the disagreement cannot be resolved by discussion between the teacher and candidate concerned then the candidate may appeal to the Examinations Officer, who will put into action the agreed appeals process. This will be the final stage in the normal process of considering and resolving disputes. It is expected that it will be used only on exceptional circumstances.

The aim of this document is to inform you how to appeal about the procedures used in internal assessment for work that contributes to a **GCSE/BTEC (KSQ)/Entry Level Certificate/Cambridge Nationals/ECDL\***.

### **How do I make an Appeal?**

- Appeals should be made as early as possible and no later than two weeks before the last timetabled exam in the series (e.g. the last GCSE written paper in the June GCSE examination series).
- Appeals **must** be made in writing by the candidate's parent/carer to the Examinations Officer by completing the below form. A copy can be obtained from the Examinations Officer.
- The Head of Centre (Head Teacher) is in overall charge of managing appeals relating to internal assessments. The Head Teacher will appoint a senior member of staff, i.e. and Assistant Head Teacher or a Deputy Head Teacher, to conduct the investigation. This senior member of staff will not have had any involvement in the internal assessment process for that subject.
- The teacher(s) concerned in marking the assessment which is the subject of the appeal will respond to the appeal in writing to the Examinations Officer; a copy will be given to the candidate.

- **The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific associated documents.**
- **The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.**
- **The outcome of the appeal will be made known to the Head Teacher 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 irregularity in procedures to light, the awarding body will be informed.**
- **\*For ECDL qualifications (ICT) you can appeal direct to BCS. Please contact the Exam Officer for contact details.**
- **If the candidate is not happy with the written response they have received then they can request a personal hearing before an appeals panel.**

**The appeals panel will consist of the Examinations Officer and two of the following – the Deputy Head Teacher and the Head of Faculty. However, if the Head of Faculty is the teacher who awarded the disputed mark another member of the faculty should be on the panel.**

**The candidate will be given at least two days' notice of the hearing date.**

**A breakdown of the marks awarded will be given to the candidate in advance of the appeal.**

**The candidate may bring a parent/guardian to the hearing.**

**The teacher(s) involved will be present at the hearing.**

**The Examinations Officer will convey the outcome of an appeal and the reasons for that outcome in writing to the candidate.**





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## Enquiries About Results (EAR's)

### Post-results services

Centres with candidates who have not achieved the grade(s) that were expected of them may wish to pursue and Enquiry About Results (EAR) on behalf of a single candidate or a whole cohort. It is imperative the centre has written permission from each candidate concerned before processing a request for clerical re-checks or a post-results review of marking and Access to Scripts (ATS). The candidate must fully understand that their marks for a given assessment may change following a Clerical Check or a Review of original Marking.

At the beginning of the new term (September), a letter will be sent to pupils selected for and EAR to explain the procedure. The JCQ deadline for EAR applications is mid-September but the Academy will set its own internal deadline to ensure that all applications are processed.

Post-results services available with each exam board:

- **Clerical check**  
This is a check to see if the marks have been correctly calculated by the original examiner.
- **Review of original Marking**  
Your exam paper(s) is re-marked by a senior examiner/marker at the exam board.
- **Review of original Moderation**  
This relates to Controlled Assessments and this is when a senior examiner/marker at the exam board re-moderates the original controlled assessment sample sent to the examiner/exam board. *The decision for controlled assessments to be re-moderated is a decision made by the school only, based on the results outcome and feedback made by the examiner/moderator.*

*As you are aware, your subject teacher will mark your controlled assessment and send the marks and samples of work to the exam board for moderation. If the controlled assessment or coursework marks have been accepted by the board and not changed, then this service will not be available.*

*We cannot send an individual candidates work back to be re-moderated at the parent/pupils request. The moderation process is to ensure the Academy is marking candidates work in-line with their assessment criteria.*

- **Access to Scripts (ATS)**  
A 'script' refers to the written work of a candidate which has resulted from an externally assessed component. Arrangements for Access to Scripts **do not** apply to internally assessed components, oral or audio/video tapes.

Once an awarding body has returned an original hard copy script to a centre, its security is compromised and it can no longer be subject to an enquiry about results.

**Only applications from EPA will be accepted by the exam boards. Applications submitted by any other individual will not be accepted.**

**We sometimes get a response to an EAR within twenty-four hours, or it can take up to thirty days. All outcomes will be confirmed in writing.**

**The parent/carer will be liable for the cost of any 'clerical check' and 'review of marking' application.**