



Thirsk School & Sixth Form College

POSITIVE LEARNING, POSITIVE PEOPLE

INTERNALLY ASSESSED EXAMS: INTERNAL APPEALS PROCEDURES

- The school is committed to ensuring that whenever its teaching staff assesses students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned.
 - Assessments should be conducted by staff who have appropriate knowledge, understanding and skills.
 - Students' work should be produced and authenticated according to the requirements of the examination board.
 - Where a set of work is divided between members of teaching staff, consistency should be assured by internal moderation and standardisation.
 - If students believe that this may not have happened in relation to his/her work, he/she may make use of this internal appeals procedure.
 - Note that **appeals may only be made against the process that led to the assessment and not against the mark or grade.**
- ⇒ Candidates will be informed of all controlled/internal assessment marks as soon as possible after each subject department final submission date. This date will be within at least one month of the final board date for controlled/internal assessment receipt (e.g. 7th May) so that in the event of any protracted internal appeal, the matter can be resolved before coursework marks have to be sent to moderators at the Awarding Body
- ⇒ If a candidate/parent wishes to challenge a procedure for the mark awarded for controlled/internal assessment, the teacher will, in the first instance:
- i. check the procedure followed and mark awarded
 - ii. check with the HoD or senior member of the dept
 - iii. meet with and explain informally and privately to the candidate how the mark was arrived at, if retained, or revised, following internal moderation. (Referring to the assessment will be made whilst explaining to the candidate)
- ⇒ If the issue is not resolved to the candidate's/parent's satisfaction, the candidate will then be advised that the matter will be referred to the appropriate Head of School/College
- ⇒ A formal meeting will be set up by the Assistant Head Teacher (Curriculum) with two subject staff, the candidate and parent(s) as appropriate

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Headteacher: Stuart Mason • Topcliffe Road, Sowerby, Thirsk, North Yorkshire YO7 1RZ



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- ⇒ In this meeting, procedures used to assess the candidate's work and their conformity with the published requirements of the examination board will be made clear and examined. Any comments made by the candidate will be noted.
- ⇒ A written record of this meeting will be made stating the outcome of the appeal and include reasons. A copy will be sent to the candidate. The details of this Appeal will be made available to the Awarding Body on request.
- ⇒ There is no further appeal beyond the above procedures

A copy of the notice published to candidates –

Notice to examination candidates in GCSE, GCE and other courses
Internally Marked Exam Assessment

- Candidates should be informed of their final teacher-assessed mark for Controlled Assessment/Coursework by their teacher
- If a student is not clear why he/she has gained the mark awarded the student can -
 - i. ask the subject teacher or the Head of Department to clarify how the mark was awarded
and then, if the student is still not sure why that mark has been awarded,
 - ii. speak to the appropriate Head of School/College who will give further advice

Students must do the above within five school days
of receiving a coursework mark from a teacher

- ⇒ After controlled/internal work has been assessed internally it is moderated by the awarding body to ensure consistency between centres;
- ⇒ External moderation occasionally changes the marks awarded for internally assessed work. This is outside the control of the school and is not covered by this procedure
- ⇒ Details of the examinations' appeals procedure for the relevant awarding body are available from the Examinations' Officer.

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