

ALEC HUNTER HUMANITIES COLLEGE

POLICY ON INTERNAL ASSESSMENTS FOR EXTERNAL QUALIFICATIONS

Alec Hunter Humanities College is committed to ensuring that whenever their staff assesses students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the school for moderation by the awarding body.

This procedure is available from the Exams Office and is posted on the Exams Notice board.

1 Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (eg the last GCSE written paper in the June GCSE exam series).

2 Appeals should be made in writing by the candidate's parent/carer to Mrs Govender, the Examinations Officer. The investigation regarding the appeal will be conducted by the Examinations Officer, the Head Teacher and at least two other senior members of staff who have not been involved in the internal assessment decision.

3 The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the QCA.

4 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 the procedure relating to internal assessment.

5 If the appellant is unhappy about the response in writing, he/she can ask for a personal hearing, where the panel will consist of The Head Teacher and a member of the Governing body.

NOTE:

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. Appeals against matters outside the School's control will not be considered in the schools appeals procedure.

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POLICY ON ENQUIRIES ABOUT RESULTS

Appeals against External Assessment Marks

If a candidate is unhappy with the mark awarded for a particular exam unit (eg written exam, coursework, practical assessment, etc), a clerical check or

Re-mark may be requested via the Exams Office.

The candidate will be required to acknowledge that his/her grade may be confirmed, raised or lowered and will in some instances be responsible for paying the relevant fee at the time of the request.

The decision as to whether to support such an enquiry will be made by Mr T Lawn, Deputy Headteacher , on the basis of several factors, including knowledge of the exam system and professional judgement