



ST MARY'S HIGH SCHOOL, NEWRY

Examination Appeals Policy (Revised January 2024)

Rationale:

Non-examination assessments measure subject-specific knowledge and skills that cannot be tested by timed written papers. Non-examination Assessments form an important element of assessment in many subjects at Key Stage 4 and Post 16. St Mary's High School is committed to ensuring that whenever teachers assess students' work for non-examination assessment units that such assessments are conducted fairly, consistently and in accordance with the awarding organisation specification and subject specific associated documents.

Non-examination assessment are conducted in line with JCQ guidance – 'Instructions for conducting non-examination' assessments.

This policy outlines the procedures for:

- appeals against non-examination assessments decisions made by the centre;
- dealing with suspected student malpractice during the completion of non-examination assessments .

Responsibilities:

St Mary's High School

- Appoint teachers/assessors/internal verifiers who are sufficiently qualified and experienced to undertake the role of assessing and verifying non-examination assessment;
- Provide training and/or support to enable teachers/assessors/internal verifiers to complete their work effectively;
- Ensure the model of internal verification applied and sampling strategy adopted are appropriate for individual subject specifications;
- Marking will be in accordance with the awarding organisation approved marks schemes and guidance
- Internal moderation and standardisation shall take place in all subjects to ensure marking is consistent with marks schemes and subject specific guidance as provided by awarding organisations.
- Teaching staff will inform candidates of their mark for non-examination assessments to allow time for candidates to make a requests for a review of marking before marks are submitted to the awarding organisations.
- Internal appeals procedures relating to non-examination assessment decisions are in place to enable candidates to seek a review of the centre's marking.

- Ensure any irregularities relating to the completion of work by candidates are investigated and dealt with internally if discovered prior to a candidate signing the authentication statement (where required) or reported to the awarding organisation if a candidate has signed the statement.
- Ensure the centre keeps accurate internal moderation records;
- Ensure departments have an Internal Verification Plan (where necessary) and required records are maintained (IC Plans, IV Reports and any Appeals Documentation).
- Establish, monitor and review the Centre's Policy for Controlled/Internal Assessment;
- Ensure that all staff understand their roles and responsibilities in relation to the effective implementation of Controlled/Internal Assessments;
- Ensure that each department carries out non-examination assessment in accordance with the instructions and regulations issued by the Joint Council for Qualifications (JCQ) and from Awarding Organisation.

Students

It is the students' responsibility to:

- ❖ independently complete non-examination assessments
- ❖ confirm that their work is original by signing the awarding organisation's authentication statement
- ❖ not copy another student's work (past or present)
- ❖ not give their work to another student
- ❖ reference all quotes taken from the internet, text books or journals
- ❖ not copy work from the internet, text books or journals
- ❖ be present for all controlled assessment tasks
- ❖ follow all rules as outlined by the class teacher in relation to the completion of controlled assessments and coursework/portfolio Assessments.

Request for Review of Centre Marks

Subject teachers will ensure candidates are informed of their marks for non-examination assessments so that they can request a review of the marking before marks are submitted to the awarding organisation.

On being informed of their coursework/controlled assessment mark if a candidate believes that their work was not marked in accordance with awarding organisation subject specific marks scheme and guidance then she can make an appeal to request a review of her mark. Class teachers will outline the timescale to their students if they wish to make a request for a review of marking before submission of marks to the awarding organisation.

- all requests must be submitted in writing (Appendix1) to Mr Fitzpatrick (Deputy Head of Centre) by the deadline date, any requests after this date cannot be accepted.

Review of Marking

- If a student requests a review of the marking their class teacher will provide a copy of their marked work, the relevant specification, marks scheme and associated subject specific documents to assist the student appeal.
- The class teacher will inform students of the deadline to formally submit a request for a review of marking to Mr Fitzpatrick, requests will not be accepted after this deadline and must be in writing (Appendix 1)

- Students will be informed by their class teacher that their mark may go up or down as a result of the review process
- On receipt of an Internal Appeals Form the Vice Principal will initiate a review of marking by a second assessor who has appropriate competence and has had no previous involvement in the assessment of that candidate's work and has no personal interest in the review.
- The reviewer will review the marking by the subject teacher to ensure that the candidate's mark is consistent with subject specific marks scheme.
- Mr Fitzpatrick will inform the class teacher, HOD and candidate in writing of the outcome of the review of marking
- The outcome of the review will be made known to the Head of Centre. A written record of the review will be retained and made available to the awarding organisation upon request.

Suspected student malpractice:

If a student copies another pupil's work or allows their work to be copied then all students involved may not have their work authenticated by the class teacher and hence may be awarded zero marks for a full piece of work or for identified parts/sections.

If a teacher suspects the work of two or more students is similar or similar to that of a past student and has supporting evidence, then they will take the following steps:

1. Return work to the student(s) involved and explain the cause for concern regarding to the originality of work.
2. Give the student(s) an opportunity to submit their own work, this will allow the teacher to authenticate the work as being the student's own original submission.
3. The class teacher/assessor will inform the Head of Department and in the case of vocational qualifications also the Lead Internal Verifier.
4. The class teacher will immediately inform the pupil's parents/carers regarding the suspected malpractice and the opportunity given to their daughter to make their work original. The class teacher will explain if the work is not original at resubmission then it cannot be authenticated and will be awarded zero marks.
5. If the student(s) fail to make the necessary changes that would allow the class teacher to authenticate the work as being their own then the teacher will refuse to authenticate the submission of work to the awarding organisation, this will result it the work being awarded zero.
6. In such cases of a teacher not being able to authenticate work submitted by a student the Vice Principal Mr Fitzpatrick will be notified and parents will be informed. The class teacher/assessor will provide a written report including their supporting evidence to Mr Fitzpatrick.

Right of Appeal:

If a student feels that any of the above processes have not happened 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 awarded.

1. Appeals should be made in writing, at least two weeks before the date of the last externally assessed paper in the examinations series, to the Head of Centre, Miss Crawley, who will investigate the appeal.
2. The Head of Centre may appoint the Vice Principal (Deputy Head of Centre) to conduct the investigation.
- 3.(a) The Head of Centre or Deputy will decide whether the process used for the internal assessment conformed with the requirements of JCQ and the awarding organisation. This will be done within 1 week of receipt of an appeal and the appellant informed of the outcome.
3. (b) If the appellant is still unhappy, an Appeals Committee consisting of the Principal – Miss Crawley, Vice Principal – Mr Fitzpatrick and a member of SLT will hear the appeal formally. The appellant, accompanied by a parent/guardian, will present their case to this committee. The Appeals Committee may ask for any further evidence it feels necessary to assist its deliberations.
4. The appellant will be informed in writing of the outcome of the appeal, including any correspondence with the Awarding Organisation, and any changes made to the assessment of his work.
5. The outcome of the appeal will be made known to the relevant subject teacher, and appropriate Head of Department
6. A written record of the appeal will be kept and made available to the Awarding Organisation at their request. Should the appeal bring any material discrepancy to light, the Awarding Organisation will be informed.

Internal Moderation/Consistency:

Where non-examination assessment is divided between teachers, consistency shall be ensured through internal moderation/verification and standardisation based on the awarding organisations moderation procedures. Documentation of the internal moderation/verification process shall be retained by the Head of Department/Lead Internal Verifier for one year after the examination season and three years for BTEC/OCN and Cambridge Technical subjects.

External Moderation

The moderation process carried out by the awarding organisation may result in a mark change, either up or down, 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 organisation ensures that centre marking is in line with national standards. The mark submitted to the awarding organisation is subject to change and

should therefore be considered provisional. External moderation is outside the control of the school and not covered by this appeals procedure. If a student has any concerns about the processes of the Awarding Organisation in relation to external moderation, a copy of the appeals procedure of the relevant organisation is available from each Awarding Organisation.

Right of Appeal – BTEC/Cambridge Technical Qualifications:

In the event of a student wishing to make an appeal against an assessment decision in relation to:

- ✚ Individual assessment outcomes for a unit element or individual performance criteria
- ✚ Assessment outcome at the end of the course
- ✚ Personal circumstances in relation to ability to complete assignments and meet deadlines

The following steps must be followed:

1. Within three days the student must contact the assessor/class teacher to organise an informal meeting to discuss the assessment decision.
2. If the student is dissatisfied then they must appeal to the relevant Head of Department within three days, the student will explain reasons why their assignment should be reassessed.
3. The assignment will be reassessed by the Internal Verifier who will provide the student with feedback within one working week.
4. If the student is still dissatisfied they may appeal to the External Verifier through the Head of Department

The above procedures are explained to pupils at the start of the course and displayed in the individual teaching classrooms.

Right of Appeal – OCN Qualifications:

Internal assessment

Internal assessment will be conducted by the tutor/assessor. Assessment will be internally verified in accordance with the Internal Verification Policy. Feedback will be given to learners as soon as possible after assessment.

Appeals Procedure for Learners

In the event that an individual Learner disagrees with an assessment decision they are entitled to appeal against it using the procedure outlined below. The aim is to resolve the issue within 14 working days after it has been raised or as soon as is reasonably practical.

Stage 1

- ❑ If a learner does not agree with an assessment decision s/he should raise the issue with the assessor concerned as soon as possible and within 5 working days of the assessment decision being taken.
- ❑ The assessor should consider the learner's objection, review their decision and provide clear feedback to the learner about their reviewed decision.

Stage 2

- ❑ If a learner is dissatisfied with this outcome and the learner feels unable to discuss this with the assessor concerned, they should submit an appeal in writing, setting out the grounds upon which they disagree with the assessment decision to the Internal Verifier.
- ❑ The internal verifier should review all relevant documentation including the appeal, the assessed work, the assessment decision and course specifications. If necessary the internal verifier should discuss the issue with the assessor and the learner.
- ❑ The internal verifier should reply in writing within 5 working days of receiving the written appeal stating the outcome of the appeal.

Stage 3










- ❑ If the learner is still dissatisfied at this stage, the learner may submit a written request to the Quality Nominee to review the decision of the internal verifier. The decision reached by the independent review will be final. A record will be kept and copied to all parties concerned.

Collaboration Students:

This policy also applies to collaboration students from other schools who study a subject in St Mary's.

Related School Policies:

This policy is set within the broader school context and as such should be implemented in conjunction with the following school policies:

-  Curriculum Policy
-  Learning and Teaching Policy
-  Examinations Policy
-  Examination Contingency Policy
-  Internal Assessment and Internal Verification Policy
-  Learning Support Policy
-  Inclusion and Diversity Policy
-  Complaints Policy
-  GDPR Data Protection Policy

Dissemination of the Policy:

Examination Policies are available on request from the school office.

Monitoring, Evaluation and Review:

The Vice Principal/Deputy Head of Centre, Mr Fitzpatrick is responsible for monitoring, evaluating and reviewing the implementation of the Examination Appeals Policy to ensure:

- ✚ the effective implementation of this policy;
- ✚ that the policy is updated in light of new developments/requirements from Awarding Organisations
- ✚ the implementation of the policy is reviewed and advise the Principal and SLT on a regular basis.

Signed by Chair of Governors: _____

Date: _____

Signed by Principal: _____

Date: _____

Date of Review: __September 2027_____

Appendix 1 – Internal Appeals Form

Appeal against a non-examination assessment decision

Name of candidate		Date received	
Awarding Organisation		Subject	
Component code		Class teacher/assessor	

Please state the grounds for your appeal:

What sections of the assessment are you appealing against? (title, page numbers)

How is the marking not consistent with the marks scheme?

Candidates signature:		Date:	
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This form must be fully completed and returned to Mr Fitzpatrick together with a copy of the work under review by the following date:
