

Brentwood Ursuline Convent High School



Internal appeals procedure (centre assessed marks)

“The centre agrees to have in place and be readily available for inspection purposes, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates” (JCQ General Regulations)

Brentwood Ursuline Convent High School (BUCHS) is committed to ensuring that whenever its staff mark candidates' work 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. BUCHS 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 candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of this appeals procedure to consider whether to request a review of the centre's marking.

BUCHS will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.

BUCHS will inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification (available through subject teacher), the mark scheme (available through subject teacher) and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment. There will be a cost implication of £2 per review for any copies of materials requested.

BUCHS will, having received a request for copies of materials, promptly make them available to the candidate within 2 school days.

BUCHS will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision. Requests for reviews of marking must be made in writing by

end of next school day from having received copies of the requested materials by making payment on Parentpay and completing the internal appeals (centre assessed marks) form.

BUCHS will allow 3 calendar days for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.

BUCHS will ensure that the review of marking is carried out by a teacher who has appropriate competence. Every effort will be made that the teacher has had no previous involvement in the assessment of that candidate and has no personal interest in the review. In smaller departments the line manager will be involved in the review process. The review process will ensure that the candidate's mark is consistent with the standard set by the centre and the awarding body's mark scheme.

The candidate will be informed in writing of the outcome of the review of the centre's marking. This decision is final.

A written record will be kept and made available to the awarding body if required. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

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 BUCHS and is not covered by this procedure.

Students who do not meet the departmental deadline for submission of work are **NOT** eligible for a review of marking.