

Appeals against Internal Assessment of Work for External Qualifications

King Edward VI Aston School 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 and subject-specific associated documents for the qualification concerned. Assessments are conducted and marked by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The centre 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.

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 work, or that the assessor has not properly applied the mark scheme to his markings, then he may make use of this appeals procedure to consider whether to request a review of the centre's marking.

This procedure is available from the exams office and on the school's website.

1. King Edward VI Aston School 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.
2. The centre will inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme 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.
3. The centre will, having received a request for copies of material, promptly make them available to the candidate within 1 week.
4. Requests for reviews of marking should be made in writing within 2 weeks of receiving the centre marks, stating the reasons for the request, by the candidate's parent/carer to the examinations officer.
5. King Edward VI Aston School will allow 2 weeks 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.
6. The centre will ensure that the review of marking is carried out by an assessor who has appropriate competence, who has not been involved in the internal assessment decision and has no personal interest in the review.
7. The centre will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
8. The candidate will be informed in writing of the outcome of the review of the centre's marking.
9. The outcome of the review and the reasons for that outcome will be made known to the headmaster.
10. A written record of all appeals will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

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. That is outside the control of King Edward VI Aston School and is not covered by this procedure. If you have concerns about it, please ask the Examinations Officer for a copy of the appeals procedure of the relevant awarding body.