

LARNE GRAMMAR SCHOOL
**APPEALS AGAINST INTERNAL
ASSESSMENT OF WORK FOR
EXTERNAL QUALIFICATIONS**

Larne Grammar School is committed to ensuring that whenever its staff assesses students' work for external qualification that it 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, and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the relevant examination board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a student feels that this may not have happened in relation to his/her work, s/he may make use of this appeals procedure.

This procedure is available from the General Office, the school website and is posted on the examinations notice board.

1. The School will inform candidates of their internally moderated centre assessed marks (i.e. the mark which will be submitted to the examination board). The marks will be provided to the pupils in sufficient time to allow for a review to be carried out (if required). Controlled Assessment/coursework marks are normally submitted to the examination board in early May.
2. Candidates considering an appeal should be given access to a copy of the marked work and the mark scheme or assessment criteria used. The candidate should be given five working days to review their coursework/Controlled Assessment.
3. Any appeal against internally assessed work for external qualifications must be made at least one week prior to the exam board deadline for the submission of Controlled Assessment/coursework marks. This is to allow sufficient time for the review to be carried out, any necessary changes to be made to marks and for the candidate to be informed of the outcome, all before the awarding body's deadline.
4. In line with the Charging Policy, the School will require a payment of £20 to be made for an appeal. The cost will be reimbursed to the parent/guardian should an adjustment be made to the original mark awarded.
5. Appeals should be made in writing to the member of Senior Leadership with responsibility for Examinations, who will investigate the appeal. If the member of Senior Leadership with responsibility for Examinations was directly involved in the assessment in question, the Principal will appoint another member of staff of similar or greater seniority to conduct the investigation. (Likewise if the member of Senior Leadership with responsibility for Examinations is not able to conduct the investigation for some other reason). The candidate must explain why they are appealing the mark awarded, for example the mark does not reflect the assessment criteria.
6. The review will be carried out by a member of staff who has appropriate competence, was not originally the primary assessor of that candidate and has no personal interest in the review. The reviewer must ensure that the candidate's mark is consistent with the standard set by the centre.
7. The Senior Leader with responsibility for Examinations or other member of staff will also determine whether the process used for the internal assessment conformed to the requirements of the awarding body and the examinations code of practice of QCA.
8. Pupils will be informed in writing of the outcome of the appeal, any changes made to the assessment of their work, and any changes made to improve matters in future. Candidates should be aware that the appeals process may result in the original mark awarded being reduced.
9. The outcome of the appeal will be made known to the Principal and will be logged. A written record of the appeal will be kept and made available to the awarding body at their 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 (examinations board) to ensure consistency between centres. Such moderation may change the marks awarded for internally assessed work. This is outside the control of Larne Grammar School and is not covered by this procedure. If you have concerns about it, please ask the member of Senior Leadership with responsibility for examinations for a copy of the appeals procedure of the relevant examinations board.