

POLICY ON INTERNAL ASSESSMENTS FOR EXTERNAL QUALIFICATIONS

Sawston Village College is committed to ensuring that whenever its staff assess the work of candidates for external qualifications, this is done fairly, consistently and in accordance with the Code of Practice for the conduct of external qualifications produced by QCA, ensuring that

- internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
- assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification;
- the consistency of the internal assessment is secured through internal standardisation as necessary;
- Staff responsible for internal standardisation and moderation have appropriate knowledge, understanding and skills, and have been trained in this activity.

Written appeals procedure

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the School concerning internal assessment

- the appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgment themselves; you cannot appeal against the mark or grade only the procedures used;
- the parent or guardian must make the appeal in writing to the School's Examinations Officer: appeals should normally be made by 30th April, and always before the date of the first written paper of the examinations in the summer series. This deadline may be extended in exceptional circumstances in situations where the coursework marking and moderation schedule extends beyond this time;
- the enquiry into the internal process will normally be led by the Examinations Officer and the Head of Centre, provided that neither has played any part in the original internal assessment process;
- the teacher making the assessment will be able to respond to the appeal in writing, and a copy will be sent to the appellant;
- the enquiry will consider whether the procedures used for the internal assessment conformed with the published requirements of the Awarding Body and the 'Code of Practice'.

The outcome of the appeal will be reported in writing to the appellant.

Any changes made to the assessment of work, any changes made to improve the school's application of procedures, and any correspondence with the awarding body will also be reported.

A written record of the appeal will be kept by the School, who will notify the awarding body of any outcome of the appeal which has implications for the conduct of the examination or the issue of results.

Note:

Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgment on marks awarded is that of the awarding body. Appeals against matters outside the School's control will not be considered in the School's appeals procedure.

Enquiries About Results (Re-marks)

In cases of Enquiries About Results, where the school does not uphold a request for such an enquiry, the student may normally pay to have an enquiry carried out. Where the student wishes to challenge the decision not to hold an enquiry or consequent appeal, a similar procedure to that mentioned above will be carried out.