

COWLEY INTERNATIONAL COLLEGE



Coursework and Controlled Assessment
Appeals Procedure

September 2016

Appeals against internally assessed marks

Controlled Assessment and Coursework

Cowley International College is committed to ensuring that whenever its staff assess students' work for external qualification, this 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. Cowley International College is committed to ensuring that work produced by candidates is authenticated according to the requirements of the awarding body. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure

N.B. appeals may only be made against the assessment process that led to the assessment and not against the mark or grade.

The existence of this procedure is made known to students by reference in a letter and at the start of examinations courses and in this examinations policy, which is available for inspection on request.

1. Appeals should be made as soon as possible, in order to ensure that the internal appeals procedure is completed prior to the submission of centre marks to the awarding body.
2. Appeals must be made in writing to the examinations officer who will initiate the process.
3. The head of centre will appoint a senior member of staff, e.g. an Assistant Headteacher or a Deputy Headteacher, to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
4. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific associated documents.
5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures
6. The outcome of the appeal will be made known to the head of centre and will be logged as a complaint. 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 to ensure consistency between centres. **Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of the school and it not covered by this procedure.** Details of the appeals procedure for the relevant awarding body are available from the examination officer.