

Policy on Internal Assessments for Qualification with English Awarding Bodies

In accordance with the Code of Practice for the conduct of external qualifications produced by the QCA, Hele's School is committed to ensuring that:

- Internal Assessments are conducted by staff who have the appropriate knowledge, understanding and skills
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant Specifications for each subject
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies
- Staff responsible for internal standardisation and/or assessment attend any compulsory training sessions.

Written Appeals Procedure

Each Awarding Body publishes procedures for appeals against its decisions, and the Examinations Officer will be able to advise pupils and parents of these procedures.

- Appeals may be made to the School regarding the procedures used in internal assessment, but not the actual marks of grades submitted by the School for moderation by the Awarding Body. Appeals against matters outside the School's control will not be considered in the School's appeal procedure.
- A pupil or parent wishing to appeal against the procedures used in internal assessments should contact the Examinations Officer as soon as possible to discuss the appeal, and a written appeal must be received by the School at least two weeks before the date of the last external exam in the subject.
- On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer and a Deputy Principal. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body. The relevant teacher will see the details of the appeal and be invited to respond in writing, with a copy to the candidate.
- The appellant will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates.
- If a candidate is unhappy with the outcome he/she may request a personal hearing which must take place within 14 days of the request being made. The candidate may see the marks given and the assessments made but they can only question the procedure, not the result that has been given. The teacher and the candidate may be invited to speak at the hearing and hear each other's submission. The personal hearing will be undertaken by a Deputy Principal and a governor. Written records will be kept by the Deputy Principal. The outcome of the appeal will be communicated to all interested parties. The Awarding Body will be informed if there is a change to the internally assessed mark.

Statement for pupils:

"If at any stage during your exam courses you have concerns about the procedures used in assessing your internally marked work for public exams (e.g. coursework/portfolio/projects/controlled assessments) you should see the Examinations Officer, Mrs Pollard, as soon as possible."