

Statement of Policy on Appeals Against Internal Assessment of Work for External Qualifications

[Reviewed and agreed at Governors' Curriculum Committee meeting held on 15th May 2008]

1. Rationale

- 1.1 The City of Ely Community College is committed to ensuring that whenever staff assess students' work for external qualification, it is done fairly, consistently and in accordance with the specification for the qualification concerned. Staff with the appropriate knowledge, understanding and skills, and the training in this activity, should conduct assessments. Students' work should be produced and authenticated according to the requirements of the examination board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.
- 1.2 If a student feels that this may not have happened in relation to his/her work, s/he may make use of the following appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.
- 1.3 The following procedure is available from the Examinations Officer and is posted on the Examination Notice Board.
 - 1.31 Appeals must be made at least two weeks before the end of the last externally assessed paper in the examinations series, i.e. mid June for the summer examinations.
 - 1.32 Appeals must be made in writing to the Operations Officer, who will investigate the appeal, unless involved in the original assessment, in which case the Principal will appoint another member of the senior management team to conduct the investigation.
 - 1.33 The Operations Officer, or other senior member of staff, will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and the examinations code of practice of the QCA. This will be done before the end of the examination series – currently the end of June for the summer series.
 - 1.34 Students will be informed in writing of the outcome of the appeal, including copies of any correspondence with the Board, any changes made to the assessment of the work and any changes made to improve matters in the future.
 - 1.35 The Principal will be informed of the outcome of the appeal, which will be recorded as a complaint under the complaints procedure. A written record of the appeal will be kept and made available to the awarding body. Should the appeal bring any significant irregularity to light, the awarding body will be informed.
- 1.4 After work has been assessed internally, it is moderated by the awarding body (examinations board) to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. This process is outside the control of the City of Ely Community College and is not covered by this procedure. Concerns about the moderation process must be directed to the Examinations Officer, who will provide a copy of the appeals procedure of the relevant examinations board.