



Kirkbie Kendal School Academy Trust

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| Policy Title: | Internal Assessment Appeals Policy |
| Policy Reference: | I1 |
| Version: | 1.2 |
| Member of Staff Responsible for review: | Deputy Headteacher |
| Governors' Committee/SLT Responsible: | SLT (Curric to note) |
| Status: | Adopted |
| Date first adopted/accepted by Governing Body: | 20 Mar 18 |
| Review Cycle: | 2 years |
| Date of last review: | Mar 22 |
| Date for next scheduled review: | Mar 24 |

| Change Record | | |
|---------------|---------------------------------------|-------------|
| Version | Date | Description |
| 1.1 | SLT 02.02.20 Curric noted 13.11.20 | No changes |
| 1.2 | SLT 31.01.22 Curric noted 9.02.22 | No changes |
| 1.3 | | |
| 1.4 | | |

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"Kirkbie Kendal School promotes the safeguarding and welfare of children in its care; all policies and procedures support the Child Protection Policy."

POLICY ON INTERNAL ASSESSMENTS FOR EXTERNAL QUALIFICATIONS

In accordance with the Code of Practice for the conduct of external qualifications produced by QCA, Kirkbie Kendal 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 has been produced and authenticated according to the requirements of the specification;
- the consistency of the internal assessment is secured through an appropriate standardisation process;
- staff responsible for internal standardisation attend any compulsory training sessions;
- candidates are informed of their centre assessed moderated marks using the agreed pro forma (see Appendix 2) before the Awarding Body deadline for submission of marks;
- where possible, marks will be shared with candidates 10 working days before the Exam Board deadline for submission.

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:

If an appeal is made against the internally moderated mark awarded by the Centre, the following steps should be followed:

1. Teacher or HoD to meet with candidate and parent/carer in order to explain the mark awarded. At this meeting copies of the candidate's work, along with the mark scheme and assessment criteria, will be shared.
2. If this meeting does not allay the concerns of the candidate and parent/carer, a review of the moderated mark awarded can be requested. A review incurs a charge of £50 to help cover the costs of administration and any external body. If the appeal is upheld this charge will be reimbursed.
3. The review of the moderated mark will determine whether the mark is in line with the standard set for the other candidates at the Centre. The review will consider:
 - The candidate's work (this may be a recording in the case of drama or music for example).
 - The mark sheet completed by the teacher which usually shows the breakdown of the marks per Assessment Objective or section of the mark scheme.
 - Information regarding any internal standardisation to ascertain whether consistent standards were applied by the original marker to this candidate's work.
 - Any comments/annotations made by the teacher during the marking process.
 - The internal standardisation materials (this is likely to include other candidates' work).
4. The review must be conducted by an assessor who has appropriate competence and has had no previous involvement in the assessment of the candidate.
5. The reviewer must provide a reason for upholding or changing the mark awarded by the Centre. This can be a brief annotation on the on the record form showing the breakdown of the marks.
6. If the review disagrees that the candidate's work is in line with the Centre's marking standard, the reviewer is required to correct any marking error. These can be:
 - a. An administrative error
 - b. Not applying the marking criteria consistently.

7. The Centre is not obliged to accept the new mark and in the event of a disagreement it is the Head of Centre who will make the final decision about the mark to be submitted to the Awarding Body.
8. The candidate must be informed in writing of the outcome of the review. This must be made available to the Awarding Body if requested.

The parent/carer or student must make the appeal in writing, see Appendix 1, to the School's Examinations Officer: *Appeals should normally be made by 30th April for examinations in the summer series. This deadline may be extended only in exceptional circumstances in situations where the coursework marking and moderation schedule extends beyond this time*). The appeal must be signed by a parent/carer if being made by a student.

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.

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 judgement 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.

Related Policies:

Internal Assessments for External Examinations
Charging and Remissions

INTERNAL APPEALS PROCEDURE

*Please complete and return to Examinations Officer,
Kirkbie Kendal School, Lound Road, Kendal, LA9 7EQ*

**Candidate's Full
Name:** _____

Subject: _____

Subject Teacher: _____

Reason for Appeal:

If needed, please continue on additional page and attach to this sheet.

Signed: _____ Date: _____

Relationship to Candidate: _____

Kirkbie Kendal School

Lound Road, Kendal, Cumbria, LA9 7EQ

01539 727422 • www.kirkbiekendal.cumbria.sch.uk • info@kksa.co.uk



Headteacher: Mark Harris BA
Deputy Headteachers: Carla Barker BA
Mike Bousfield BA

Business Manager: Amanda Eastwood BA
Assistant Headteachers: Helen Ronan MSci
Jonathan Shepherd BA

Candidate Name

Qualification

Internal Assessment Mark (Internally Moderated)

This mark may change upon External Moderation by the Exam Board, at this stage a candidate's work cannot be amended in any circumstances.

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