



HAYDON SCHOOL

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Public Examinations Appeals Procedure 2015

PUBLIC EXAMINATIONS APPEALS PROCEDURE

PUBLIC EXAMINATION APPEALS PROCEDURE**POLICY ON INTERNAL ASSESSEMENTS FOR QUALIFICATIONS WITH AWARDING BODIES**

In accordance with the Code of Practice for the conduct of external qualifications produced by the Ofqual, Haydon School is committed to ensuring that:

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

COURSEWORK/CONTROLLED ASSESSMENT PROCEDURE AT HAYDON SCHOOL FOR GCSE, GCE, BTEC and BCS Qualifications.

1. Coursework/Controlled Assessment is defined as any piece of written or practical work which is marked by the school or an external examiner and which contributes to an Award.
2. Students must read and understand fully the Notice to Candidates from the Joint Council for Qualifications about Coursework / Controlled Assessment Regulations (attached).
3. Irregularities in Coursework / Controlled Assessment discovered prior to the student signing a declaration of authentication will not be reported to the awarding body but dealt with as an internal disciplinary matter. The work will not gain any credit.
4. An irregularity in Coursework / Controlled Assessment discovered after the signing of the declaration of authentication by the student will be reported to the awarding body which may lead to disqualification from the subject.
5. Coursework/ Controlled Assessment should be handed in by the agreed departmental deadline.
6. Students are given clear instructions as to the time and place for handing in the work.
7. If there are any special circumstances e.g. prolonged absence covered by medical certificate, there is a possibility of an extension but this must be negotiated with the Head of Department concerned. A note will be given to the parents to confirm the extension.

COURSEWORK/CONTROLLED ASSESSMENT APPEALS PROCEDURE

1. The Joint Council for Qualifications Code of Practice requires schools to have a published appeals procedure relating to internal assessment decisions.

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2. The grounds for appeal relate only to the procedure used in arriving at internal assessment decisions and do not apply to the judgements themselves.
3. Appeals must be made in writing by 31 May of the year that the work was assessed.

HAYDON SCHOOL POLICY FOR ASSESSMENT DECISIONS

1. Our policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding.
2. Before any Coursework / Controlled Assessment is started all candidates will be given written advice about the production of the Coursework/Controlled Assessment and deadlines to be met.
3. Information about the appeals procedure will be given at the start of the course.
4. Within a department, all candidates are given adequate and appropriate time to produce the Coursework / Controlled Assessment.
5. Internal assessments are conducted by staff that have the appropriate knowledge, understanding and skills.
6. The consistency of the internal assessment is secured through the departmental mark scheme or marking criteria and internal standardisation as necessary.
7. Each Awarding Body specifies detailed criteria for the internal assessment of the work and staff responsible for internal standardisation attend any training sessions given by the Awarding Bodies.
8. The Awarding Body must moderate the assessed Coursework / Controlled Assessment / oral media and the final mark awarded is that of the Awarding Body.
9. This mark is outside the control of the school and is not covered by this procedure.
10. The candidate will produce Coursework/Controlled Assessment that has been authenticated as original work.

APPEALS PROCEDURE

1. The grounds for appeal relate only to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and do not apply to the judgment themselves.
2. The appeal must be made in writing to the School's Examination Officer by 31 May of the year that the Coursework / Controlled Assessment was assessed. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/ carer / friend.
3. The Head teacher will nominate a senior member of staff to lead the enquiry along with the Examinations Officer and an experienced Head of Department.

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4. The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed by the end of June of that examination series.
5. 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.
6. Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the Awarding Body if required.

What the Head of Department must provide for the appeal panel

1. Departmental minutes from the first meeting of the school year to indicate that the school procedure for internally assessed Coursework for Controlled Assessment was discussed and given out to new and existing members of the department.
2. Absentees were given their copy.
3. The mark scheme or marking criteria for the Coursework for Controlled Assessment provided by the awarding body.
4. The departmental mark scheme or marking criteria given to the teachers for marking the Coursework for Controlled Assessment if this differs from that of the awarding body.
5. Dates when the Coursework for Controlled Assessment was set and to be handed in for that student.
6. Evidence that all teaching groups have been given the same length of time.
7. The departmental policy for candidates who were absent when the Coursework for Controlled Assessment was set or were absent for part of the period during which the Coursework for Controlled Assessment was being carried out.
8. Dates when the Coursework for Controlled Assessment was marked by the teachers.
9. The name of the teacher in charge of the internal standardisation.
10. Dates when members of the department attended the last awarding body standardisation meeting.
11. Evidence that the information from this meeting was disseminated to the department.
12. Date(s) for departmental standardisation meeting and teacher attendance.
13. If the teacher assessing the piece of Coursework for Controlled Assessment was absent, what was done to ensure that the information was given to this teacher.
14. Copy of Coursework for Controlled Assessment marks sent to the awarding body.

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15. The above information should be provided in a ring binder or suitably filed.
16. It would be advisable to set up this binder at the beginning of the course and update it each year.
17. If an appeal application is made, the HOD would only have a short time to provide this information for the appeal panel. Appeals have to be made by 31 May in the year that the work was assessed.
18. The evidence above may also be requested by an awarding body inspector visiting the school or the awarding body if a parent makes a further appeal against the panel's decision.

Enquiries after Results – Externally Marked Units

Following the issue of Results, candidates may wish to see a copy of their script or ask for their script to be Review of Marking.

Priority Review of Marking service is available for A-Level candidates whose place at University may be dependent upon results. The deadline for these services is one week after the publication of results.

Non priority scripts and Review of Marking services are available for four weeks after the publication of results. Following a Review of Marking unit marks and grades may be raised, stay the same or be lowered.

Fees and deadlines for these services will be available from the Exams Office following the issue of each set of results. Not all services are available for all subjects and/or levels.

Head Teacher: _____ Examinations Officer: _____

Signature: _____ Signature: _____

Date: _____

USEFUL CONTACTS**Mr R Jotangia (Examinations Officer)**

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DOCUMENT HISTORY

Date	Issue	Status	Comments
15.05.14	1	New	To Student committee 19.05.14 Accepted. To FGB 04.07.14
September 2015	2	Update	To Student committee 07.10.15 Accepted. To FGB for information 05.02.16