**Appeals/Reviews of marking – internally assessed marks
(GCSE controlled assessments, coursework and non-examination assessments, NEAs, and Project qualifications)**

**Updated: April 2022**

**Review Due: March 2023**

Hall Mead School recognises that high quality assessment practices are important and the outcomes of assessment influence students’ future lives; we take our responsibility for ensuring the accuracy and reliability of assessment very seriously.

Hall Mead is committed to ensuring that when staff assess work of candidates for external qualifications this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained for this activity. Hall Mead will ensure work produced by candidates is authenticated in line with the requirements of the awarding body before submission. Where a number of subject teachers are involved in marking candidates’ work, internal moderation and standardisation will ensure consistency of marking for all candidates.

If at any stage during the course a candidate has concerns about the procedures used in assessing internally marked work, they should speak to their teacher as soon as possible. Marking accurately and getting useful feedback on how to improve it are essential if you are to achieve your best, however this must be within the guidelines of the relevant course and never threaten the integrity of a candidate’s work. If you have concerns that you have not been given the level your work deserves you should submit an appeal against the assessment.

1. Hall Mead School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre’s marking before marks are submitted to the awarding body.
2. Hall Mead School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre’s marking of the assessment.
3. Once a request for copies of materials is received Hall Mead School will make them available to the candidate as soon as logistically possible, following exam board guidelines.
4. Hall Mead School will provide candidates with sufficient time to enable them to review copies of materials and decide on their next course of action. Candidates will be given realistic deadlines for their decision to ensure there is time to conduct the necessary processes and ensure final marks for their work can be submitted to the exam board on time.

5. Hall Mead School will provide a clear deadline for candidates to submit a request for a review of the centre’s marking. Requests will not be accepted after this deadline. Requests **must** be made in writing on the NEA Internal Appeals Form which can be found in Appendix A of the NEA Policy.

1. Hall Mead School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body’s deadline.

7. Hall Mead School will ensure that the review of marking is carried out by the Head of Exams and an experienced member of the teaching staff, not directly involved in the assessment in question. If the Head of Exams is unable to investigate, the Head Teacher will appoint another Senior Manager in their place.

8. The panel who conduct the appeal will decide whether the procedures used for the internal assessment conformed to the requirements of the awarding body and the JCQ Code of Practice.

9. Hall Mead School will inform the candidate in writing of the outcome of the review of the centre’s marking. Any changes made to the assessment of the work, any changes made to improve the School’s application of the procedures, and any correspondence with the awarding body will also be reported.

10. The outcome of the review of the centre’s marking will be made known to the Head of Centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Appeals against the marking of externally-assessed examination components are dealt with after the publication of results (see Enquiries about Results Policy).

**Grounds for Appeal**

**Enquiries about Results and Access to Script Policy**

**Enquiries about Results – EARS**

Any student who want to query a mark/grade awarded by the Awarding Body upon issue of results should contact the Exams Officer and their subject teacher as soon as possible (but at least 5 working days before the published deadline for EARS) in person to discuss the mark/grade. The Exams Officer will advise on options available to query the mark/grade and the costs involved. Information on Exam Board deadlines and costs will also be included within the candidates’ results envelope.

Students should be aware that EARs can result in marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Exams Officer and a copy of these will be included in the candidates’ results envelope.

The subject teacher will review the student’s marks/grades and discuss with the Director of Faculty to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student’s predicted grades.

If the department agrees to support the EAR: the request, together with the student’s consent form, should be made to the Exams Officer before the published deadline for EARS. The cost of the enquiry will be met by the candidate. If the EAR is successful the fee will be refunded.

If the centre does not support the EAR the student may still proceed, the request, together with the student’s consent form, should be made to the Exams Officer before the published deadline for EARS. The cost of the enquiry will be met by the candidate before the enquiry is made. If the EAR is successful the fee will be refunded.

Outcomes following EARS will be forwarded by the Exams Officer to the student as soon as they have been received from the Awarding Bodies.

**Access to Scripts - ATS**

Any student who wants to access their script after issue of results should contact the Exams Officer as soon as possible (but at least 5 working days before the published deadline for ATS). The Exams Officer will advise on options available to access the script and the costs involved. Information on Exam Board deadlines and costs will also be included within the candidates’ results envelope. Students must complete a permission form allowing the Exams Officer to request the script. A copy of this will be in your results envelope or can be requested from the Exams Officer.

Directors of Faculty may request that a student gives them permission to use their script for teaching and learning. If this is the case, costs will be covered by the department and the student will be asked to complete a permission form. No scripts will be requested without permission from the student.

**Appeals**

Any student who is not happy with the results of an EAR should put in writing their objections to the Head of Exams and state the reason for appeal including any relevant evidence. The Head of Exams along with the Head of Centre will then decide if there is a case to put forward to the Examining Body. If they agree, they will forward the appeal following the JCQ publication A guide to the awarding bodies’ appeals processes.

If a student is still not happy with the outcome they can submit an appeal to the Chair of Governors who will make the final decision.