



HEADLANDS SCHOOL
SINCE 1965

Appeals Against Internal Assessments Policy

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Appeals Against Internal Assessments Policy

Section A - refers to coursework, controlled assessments and all other assessments that are marked internally. (pg. 3)

Section B - 2020-2021 Covid-19 Appeals against Centre Assessed Grades at KS4 and KS5 due to cancellation of exams caused by the pandemic. (pg. 6)

Section A

Appeals against internal assessments (centre assessed marks)

Certain GCSE, GCE and other qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by Headlands School and internally standardised. The marks awarded (the internal assessment decisions) which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation.

This procedure confirms Headlands School compliance with JCQ's General Regulations for Approved Centres 2020-2021 (section 5.7) that the centre will:

- have in place and be available for inspection purposes, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates
- before submitting marks to the awarding body inform candidates of their centre assessed marks and allow a candidate to request a review of the centre's marking

Deadlines for the submission of marks

Date	Qualification	Details	Exam series
	GCSE	Final date for submission of centre assessed marks (AQA, OCR, Pearson and WJEC)	Summer-21
	GCE	Final date for submission of centre assessed marks (AQA, OCR, Pearson and WJEC)	Summer-21

Headlands School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Headlands School ensures that all centre staff follow a robust *Non-Examination Assessment Policy* (for the management of GCE and GCSE non-examination assessments). This Policy details all procedures relating to non-examination assessments for GCE, GCSE BTEC and NCFE including the marking and quality assurance processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Headlands School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

Headlands School will

1. 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. inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of their work in meeting the published assessment criteria.
3. inform candidates that they may request copies of materials (for example, as a minimum, a copy their marked assessment material (work) and the mark scheme or assessment criteria plus additional materials which may vary from subject to subject) to assist them in considering whether to request a review of the centre's marking of the assessment.
4. having received a request for copies of materials, promptly make them available to the candidate (or for some marked assessment materials, such as art work and recordings, inform the candidate that these will be shared under supervised conditions) within 10 calendar days.
5. inform candidates they will not be allowed access to original assessment material unless supervised.
6. provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision, informing candidates that if their decision is to request a review they will need to explain what they believe the issue to be.
7. 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 within 10 calendar days of receiving copies of the requested materials by completing the **Internal Appeals Form**.
8. allow 10 calendar days 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.
9. ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
10. instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
11. inform the candidate in writing of the outcome of the review of the centre's marking.

The outcome of the review of the centre's marking will be made known to the Head of Centre who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body. A written record of the review will be kept and made available to the awarding body upon request.

The awarding body will be informed if the Centre does not accept the outcome of a review.

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.

Headlands School
Internal Appeals Form

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

- Appeal against an internal assessment decision and/or request for a review of marking
- Appeal against the centre's decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal

Name of appellant		Candidate name if different to appellant	
Awarding Body		Exam paper code	
Qualification type Subject		Exam paper title	

Please state the grounds for your appeal below:

(If applicable, tick below)

- Where my appeal is against an internal assessment decision I wish to request a review of the centre's marking
If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Appellant signature: _____ Date of signature: _____

This form must be signed, dated and returned to the exams officer on behalf of the head of centre to the timescale indicated in the relevant appeals procedure

Section B - COVID-19 Centre Assessed Grades 2021

In light of the government announcement, that teacher assessment grades will replace GCSE, A-level and vocational exams to inform students their grades, this is further information about the plan and the Headlands School Appeals process.

The final grade will be informed by teacher assessment and this year, there will be no algorithm involved. Students will be assessed on 'what they have been taught' in recognition of the impact the COVID-19 pandemic has had on their learning.

Teachers may use a range of evidence including:

- Mock Exam Results
- Coursework
- Homework tasks
- Other work completed as part of a student's course, such as essays or in-class tests

to arrive at their judgements. This may include evidence from before the second lockdown and from March 2021 to June 2021.

Centres will have until 18 June 2021 to submit students final assessed grades to allow for as much teaching time as possible.

What processes will be in place to ensure the grades are as fair as possible?

Headlands School will make sure that their assessment process is fair, using guidance from exam boards. Exam boards can also check our assessment process by requesting a representative sample of evidence portfolios.

The standard against which teachers will be assessing students is set nationally by the exam boards. This is the standard that will be used during external quality assurance and appeals to ensure consistency and fairness across the system.

What if a student believes their grade is wrong? The Appeals process.

Teachers are already using their professional expertise to assess students on the content they have been taught. Teachers are unable to submit higher grades for students unless they have the evidence that they are consistently working at this level. If teachers submit higher grades without evidence they are committing exam malpractice.

As in any other year every student will have the right to appeal their grade. If they believe their grade is wrong, they can:

Option A: Email the Head of Centre, Mrs Bone at Exams2021@Headlandsschool.co.uk by Friday 13 August 2021 to check for any administration errors in the data entry process between the school and exam board(s). ***Where a centre does identify an error in the grade submitted to the exam board, it can submit a revised grade and a rationale for the board to consider. If the exam board is satisfied with the rationale, it will issue a revised grade. If an error doesn't exist no further action will be taken by Headlands School.***

Option B: If the student still believes their grade is wrong, students will need to email the Head of Centre, Mrs Bone at Exams2021@Headlandsschool.co.uk by Friday 20 August 2021 and ask the Head of Centre to submit an appeal to the exam board on their behalf.

The appeal would include the evidence portfolio used by the Centre to generate the final grade. The exam board will confirm whether the grade is reasonable based on the evidence portfolio. If not, they will determine an alternative grade.

Please note, an exam board will only revise a student's grade where the evidence portfolio cannot reasonably support that grade, rather than as a result of marginal differences of opinion. Students should be aware that grades can go up or down as the result of an appeal.

If students or parents are believed to be putting Headlands School staff, including the Head of Centre Mrs Bone, under undue pressure to increase grades, then this matter will be referred to the exam boards by the Head of Centre requesting an investigation into student malpractice. This referral may result in the exam board's decision to remove the student's grade(s) if malpractice is deemed to have taken place.