



STANBOROUGH SCHOOL

Learner Appeals Procedure

Our policy is set within the school's four principles of:

High Expectations Quality Learning Mutual Respect Success for all

Appeals procedure/ Review of marking against internal assessment decisions

(GCSE controlled assessments, GCE coursework, Non examination assessments and Project/Portfolio qualifications)

Stanborough School is committed to ensuring that internal assessments are marked and administered fairly, consistently and in accordance with the awarding body specifications and subject-specific associated documents.

This is ensured by:

- Subject staff having the necessary and appropriate knowledge, understanding, skills, and our
- Subject staff authenticating candidates' work according to the requirements of the relevant awarding body
- A process of internal moderation and standardisation led by subject leaders/nominated subject staff

Stanborough School will:

- Ensure that candidates are informed of the result of their centre assessed work and made aware of the review policy in place which is displayed on the school website so that they may request a review of the decision before submission to the awarding body.
- 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 or result of the assessment and having received a request for copies of materials, promptly make them available to the candidates. This request should be made to the class teacher.
- Will provide candidates with at least two days to allow them to review copies of materials and reach a decision.
- Will provide a clear deadline for candidates to submit a request for a review of the centre's marking/result to the Deputy Head: Curriculum. Requests will not be accepted after the deadline. Requests **must** be made in writing and given substantial evidence that work has been incorrectly marked or assessed.

- Will allow sufficient time for the review to be carried out, to make any necessary changes to marks or assessment result and to inform the candidates of the result, all before the awarding body's deadline's
- Will ensure that the review of marking or result is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidates work and has no personal interest in the review.
- Will instruct the reviewer to ensure that the candidates mark/result is consistent with the standard set by the centre and awarding bodies and will inform the candidate in writing of the outcome of the review.

An appeal against internal assessment decisions can be made based on the above not being fulfilled.

If candidates are unhappy with marks/results awarded for an assessment/assignment marked within the school they should.

1. Initially request to see materials which will assist them in considering whether to appeal against the marking/result of a script. This should be done by 27th April 2020
2. If they wish to request a review of the mark/result that has been awarded they should do so in writing by 1st May 2020 to Deputy Head: Curriculum. A reason for the request must be given and should include substantial evidence that work has been incorrectly assessed.
3. Candidates will be informed of the outcome of the review in writing by 6th May 2020

An exception to the above timings is GCSE and a Level Art. This is due to the fact that the Examination work takes place after the timings set out above.

Marking and moderation of both Art coursework and exam work will take place on Wednesday 20th and Thursday 21st May 2020, students can collect their raw mark after 3pm on the Thursday. A request for materials which will assist them in considering whether to request a review of the marking of a script needs to be made by 3pm on Friday 22nd May 2020. This is a tight timeline, due to the need to complete the review and upload the marks onto Exam Board website that evening.

The outcome of the review 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, where students do not hand in coursework tasks / assignments by the deadline set they will only be marked under exceptional circumstances and if there is time to complete the appropriate internal moderation procedure before sending to the awarding body. In this circumstance, a review of the marking will be denied. If requested.

The moderation process carried out by the awarding bodies may result in a mark/result 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 center marking/assessing is in line with national standards. The mark/result submitted to the awarding body is subject to change and should therefore be considered provisional.

