

Ysgol Eifionydd's Internal Appeals and External Qualifications Policy



The School Policy on Appeals for Ysgol Eifionydd is in two parts:

1. Policy on Internal Assessments for External Qualifications
2. Policy on External Assessments for External Qualifications (Enquiries about Results)

1. Policy on Internal Assessments for External Qualifications

Ysgol Eifionydd is committed to ensuring that:

- Internal assessments are conducted by members of the teaching staff who have the knowledge, understanding and skills and who are trained in this area.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the Awarding Body for the subject matter.
- The consistency of internal assessment is conducted by internal standardization and moderation.
- All student work assessed by teachers for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.

Note to students

- A. If a student has any concerns about the procedures used in the assessment of their internal assessment for public examinations i.e. controlled assessment / coursework / portfolios, he / she should discuss the matter with the Head of Department immediately. Thereafter, if the matter is not resolved, the student in question can use the formal appeals procedure.
- B. Regulations for Work Assignments GCSE Course, GCE, Entry Level , BTEC and Eligibility Project GCSE Controlled Assessments note the following:
 - "The work submitted for assessment must be your own work"
 - "You must not copy from someone else or allow another candidate to copy from you"
 - "If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be regarded as plagiarism or misconduct"

A teacher has the right to refuse work by a student for misconduct if any of the above regulations are violated.

Student, parent or guardian of a student has the right to appeal against any decision to refuse work to be internally assessed for misconduct.

Written Appeals Procedure

The student, parent or guardian of a student who wishes to appeal against the methods used in internal assessment should write to the Examinations Officer as soon as the issue arises. Requests for appeal should reach the school no later than ten days before the start of the written examinations series. Internal appeals will be considered and resolved, by the date of the last external assessment paper in the series [e.g. by the end of June for the summer series].

On receipt of a written appeal, the Examinations Officer, member of the Senior Management Team and Head of Department not involved in the internal assessment decision will conduct the inquiry. This inquiry will consider whether the procedures used in the internal assessment complies with the requirements issued by the Awarding Body and Education and Skills Department Code of Practice.

The student, parent or guardian will be notified in writing of the outcome of the appeal [including relevant correspondence with the Awarding Body] before public exam results judgment.

A written record of the appeal and the result is kept on file at the centre and the Awarding Body is notified of any changes.

2. Policy on External Assessments for External Qualifications [Enquiry about Results - EAR]

If any student wants to query a mark / grade awarded by the Awarding Body following the publication of their results they should follow the following procedure:

- I. Go and see the Examinations Officer **and** the subject teacher as soon as possible [but at least 5 working days before the deadline issued for EAR] to discuss the marks / grades. The Examinations Officer will advise on the options available with regard to query the mark / grade and the costs involved.
- II. Students should be aware that EARs can result in marks / grades being raised, confirmed or reduced. Students must sign a consent form to confirm that they understand the consequences of the EAR. The Examinations Officer will distribute consent forms.
- III. The subject teacher will review the student's marks / grades and discuss with the Head of Department to agree how to implement taking into account the breakdown of marks, the grade boundaries and student's predicted grades.

If the Department agrees to support the EAR:

a. Applications should be submitted, along with the students consent form, to the Examinations Officer before the published deadline for EARs. The department's budget will cover the cost of the inquiry. This charge is refunded if the appeal is successful.

If the Department does not agree to support the EAR:

b. A student may appeal against the decision not to support the EAR. Appeals should be submitted in writing to the Examinations Officer, at least 5 working days before the deadline issued for EAR. The appeal should identify, in detail, the reason(s) for the appeal. The appeal should be signed and dated and include the student, parent or guardian's telephone number during the day. The Examinations Officer and member of the Senior Management Team will review the appeal information; the outcome of the appeal is confirmed by a telephone call and a 1st class letter within 24 hours of receipt. This decision is final.

c. If the centre does not support the EAR the student can proceed with the EAR but the student will pay all of the costs at the time of the EAR. The EAR will not be processed until the fees are paid. Applications must be made in person to the Examinations Officer before the published deadline for EARs. If the query is successful the student will be refunded.

- IV. Outcomes following EARs are forwarded by the Examinations Officer to the student as soon as they are received by the Awarding Bodies.

3. Policy on prior learning

Ysgol Eifionydd's policy is to recognise prior learning as a method of assessing whether a learner's experience and achievements meet the evidence requirements of a BTEC Unit and would have been developed through another course of learning. Evidence to support prior learning assessment decisions must be valid, reliable and of equal rigor to the standard assessment of the Unit concerned. This means that the evidence should broadly match the evidence requirements specified in the Unit.

-This policy will be reviewed and revised as need-