

ARK HELENSWOOD ACADEMY

And

ARK 6TH FORM

INTERNAL APPEALS PROCEDURE

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

The grounds for appeal relate only to the procedure used in arriving at internal assessment decisions and do not apply to the judgements themselves.

Appeals must be made in writing by 31 May of the year that the work was assessed and addressed to Mrs Z Gaunt, Examinations Officer.

The Ark Helenswood Academy and Ark 6th Form Appeals Procedure is available for inspection.

**ARK 6TH FORM EAST SUSSEX
INTERNAL APPEALS POLICY
FOR ASSESSMENT DECISIONS AT GCSE AND 16+**

School policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding. In all cases, the final awarding decisions are taken by the Awarding Bodies: AQA; OCR; Edexcel; WJEC and others.

This document covers the School's policy in dealing with the Awarding Bodies, the Joint Council for Qualifications (JCQ), internal departments, officers of the School and any other parties involved in awarding matters.

The Awarding Body will moderate the assessed coursework/oral tapes and the final mark awarded is that of the Awarding Body. This mark is outside the control of the School and is not covered by this procedure.

The School will ensure that:-

1. Work submitted by the candidate for assessment has been authenticated as original work according to the guidance issued by the Joint Council.
2. At the beginning of the course, candidates are given written guidance about the Awarding Bodies regulations on the production of coursework and the School's deadlines for submission.
3. Within each department, candidates are given adequate and appropriate time to produce the coursework.
4. Internal assessments are conducted by staff who have an appropriate level of knowledge, understanding and skill.
5. The consistency of the internal assessment is secured through the departmental mark scheme or marking criteria and internal standardisation, as necessary.
6. The staff responsible for internal standardisation of a subject will attend any training sessions given by the relevant Awarding Body.

Internal Appeals Procedure at Ark Helenswood Academy and Ark 6th Form

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 judgement themselves.
2. The appeal must be made in writing to the School's Examinations Officer by 31 May of the year that the coursework 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 Headteacher will nominate a senior member of staff, normally the Examinations Officer, to lead the enquiry provided that the EO has played no part in the original assessment process. An experienced Head of Department or School Governor, to act as an independent member, will also be on the panel.
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 panel's findings will be formally reported back to the candidate/parent/carer at the beginning of July.
6. Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the EO and made available to the Awarding Body if required.

GCSE/AS/A2 Coursework Procedure at Ark Helenswood Academy

1. Coursework is defined as any piece of written or practical work which is marked or moderated by the School or an external examiner/moderator and which contributes to a GCSE/GCE Award.
2. Students must read and understand fully the Notice to Candidates from the Joint Council for Qualifications about GCSE/GCE Coursework Regulations.
3. Irregularities in coursework discovered prior to the student signing a mandatory 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 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 must be handed in by the agreed published departmental deadline.
6. Within the departmental time frame all students are given the same and sufficient time to complete the work.
7. Students are given clear instructions as to the time and place for handing in the work.
8. The work must be handed in by the student to the designated teacher and not given to another student to hand in.
9. If the student is absent from School on the deadline day, a parent/carer or friend must bring the work to School to be handed in to meet the deadline.
10. If it is impossible to deliver the work to School, the Head of Department must be contacted by phone on the deadline day for advice.
11. If the coursework has not been completed by the deadline, the incomplete work must be handed in on the deadline day to receive a mark. There will be no further opportunity to complete this work for an improved mark.
12. Normally there will be no extension of a coursework deadline if a student is absent during the period that the coursework is being completed.
13. If there are any special circumstances e.g. a prolonged absence covered by a medical certificate, there is a possibility of an extension but this must be negotiated with the Head of Department. A note will be given to the HOD and parents to confirm the extension.

14. In Drama all practical coursework options will be videoed and will constitute, along with the formally recorded parts 1, 2 and 3 marks, evidence for the awarding body. In music all composition coursework and performance coursework is recorded and constitutes evidence for the awarding body.
15. A Candidate Declaration Sheet MUST be signed by the student in all cases.

Mrs Z Gaunt
Examinations Officer

GCSE/AS/A2 Coursework Reply Sheet for Academic Year 2009/10

Student Name _____

Form _____

We have received the following information: -

- Ark Helenswood Academy and Ark 6th Form GCSE/GCE Coursework Procedure
- The Joint Council Notice to Candidates about Coursework Regulations
- The documentation for coursework deadlines for academic year 2009/10

We agree to Ark Helenswood Academy and Ark 6th Form and Joint Council regulations in the documents listed above.

Student Signature _____

Parent/Carer Signature _____

Date _____

Please return this sheet to Mrs Z Gaunt, Examinations Officer

Assessed 16+ Coursework for Academic Year 2017/18

Student Name _____

Tutor Group _____

Several 16+ subjects have a coursework requirement whose marks contribute to the final grade. It is most important that you keep to the deadlines for the submission of coursework.

Many of you are extremely conscientious and our experience has shown that this can create problems. Please act on the advice of your teachers in regard to:-

- The amount of time to be spent on any coursework task.
- The need for planning on long term projects.
- Any deficiencies highlighted in the monitoring of coursework.

Our approach to coursework planning and deadlines is a reflection of the importance of this element of 16+ courses and our intention to support our students in every way in order to reduce stress and pressure. This is why we have a procedure to ensure that all our students are treated fairly regarding the meeting of coursework deadlines. Please read this very carefully.

Assessed Coursework Procedure at Ark Helenswood Academy and Ark 6th Form

1. Coursework is defined as any piece of written, practical or oral work which is marked by the School or an external moderator and which contributes to an overall grade.
2. Irregularities in coursework discovered prior to the student signing a mandatory 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.
3. An irregularity in coursework discovered after the signing the declaration of authentication by the student will be reported to the Awarding Body, which may lead to disqualification from the subject.
4. Students must read and understand fully the Notice to Candidates from the Joint Council for Qualifications about GCE Coursework regulations.
5. Within the departmental time frame all students are given the same and sufficient time to complete the work.
6. Coursework must be handed in by the agreed published departmental deadline, which is earlier than the final deadline for the Awarding Body. This is to enable work to be marked and standardised.
7. You will be given clear instructions by the department as to the time and place for handing in the work.
8. The work must be handed in by you and not given to another student in the School to hand in.
9. If you are absent on the deadline day a parent/carer or friend must bring the work to School to be handed in to meet the deadline. If it is impossible to deliver the work to School, you must contact the School by phone on the day to give an explanation.
10. If coursework has not been completed by the deadline, the incomplete work must be handed in by the deadline to receive a mark. There will be no further opportunity to complete this work for an improved mark.
11. Normally there will be no extension of a coursework deadline if you are absent for a few days during the period that the work has to be completed.
12. If there are any special circumstances, e.g. extended absence covered by a medical note, there is the possibility of an extension but this must be negotiated with the School. A note will be given to the HOD to confirm the extension and parents will be informed if necessary.

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

The above information should be provided suitably filed. It would be advisable to set up this binder and update it each year.

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.**

The evidence above may only 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.