

Appeals against internally assessed marks

Stoke Newington School is committed to ensuring that whenever its staff mark candidates' controlled assessments/coursework it is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Stoke Newington 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 the marking of candidates' work, internal moderation and standardisation takes place.

Candidates must be informed of their marks for internally assessed components the day after the school's moderation day. Where requested, any documents pertaining to the moderation of their work must be supplied by the next day.

If a candidate believes that this may not have happened in relation to his/her work, she/he may make use of this appeals procedure.

1. Appeals must be made within three days of the moderation day.
2. Appeals must be made in writing by the candidate's parent/carer and addressed to the examinations officer.
3. The head of centre will appoint a senior member of staff to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
4. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific associated documents.
5. The outcome of the appeal will be made known to the Headteacher and be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity to light, marks will be re-moderated and adjusted accordingly before submission to the awarding body.
6. The appellant will be informed in writing of the outcome of the appeal, including any changes made to internal assessment procedures and any adjustments to marks.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. This moderation process may lead to mark changes. This process is outside the control of Stoke Newington School and is not covered by this procedure.