

Internal Assessment for External Qualifications Policy

Autumn 2020

Review Date: Autumn 2021

*Advice from the
ACE Exams Office*



Policy on Internal Assessments for External Qualifications

In accordance with the guidance for the conduct of external qualifications produced by JCQ and the relevant examination awarding bodies, The Avenue Centre for Education is committed to ensuring that all required processes and procedures are followed which in essence can be summarised as:

- Internal assessments are conducted by staff that have the appropriate knowledge, understanding, training and skills to correctly interpret and apply the exam board and syllabus marking and assessment schemes;
- Assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification with the appropriate level of help and any allowed dispensations applied and accurately recorded.
- The consistency of the internal assessment is secured through internal standardisation as necessary and any required remedial action has been taken and recorded
- Staff responsible for internal standardisation attend any compulsory training sessions.

Written appeals procedure

Each awarding body publishes its arrangements for appeals against its decisions. Were the complaint refers to an externally assessed unit or exam, the relevant exam board appeals policy will be followed.

Where the complaint refers to an internally assessed unit or component, this policy will be followed. It is noted that as a first instance, ACE would always seek to meet with the parent / carer, discuss the issue and would hope to work to a resolution. If unsuccessful, then this policy would apply.

- the appeal process applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgement themselves; you cannot appeal against the mark or grade only the procedures used
- the parent / carer must make the appeal in writing to the School's Examinations Officer: *appeals should normally be made by 30th April for examinations in the summer series. This deadline may be extended in exceptional circumstances in situations where the coursework marking and moderation schedule extends beyond this time*);
- the enquiry into the internal process will normally be led by the Examinations Officer and / or *Senior Manager* provided that neither has played any part in the original internal assessment process; otherwise it will be overseen by Exams Deputy and a Teaching Lead staff member.
- the teacher making the assessment will be able to respond to the appeal in writing, and a copy will be sent to the *parent / carer*
- the enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body and the 'Code of Practice'.

The *parent / carer* will be informed in writing of the outcome of the appeal, including:

- any relevant communications with the Awarding Body;
- any steps taken to further protect the interest of the candidates.

If the *parent / carer* is unhappy about the response in writing, they can ask for a personal hearing, where the panel will consist of two persons not previously involved, including a member of the SLT (not previously involved)

Enquiries about Results (Re-marks)

In cases of Enquiries about Results, in the first instance parent / carer should make the request direct to the Exams Manager for consideration and the case will be discussed.

Where the school (Examination Officer) does not uphold a request for such an enquiry, the student may normally pay privately to have an enquiry carried out. Where the student wishes to challenge the decision not to hold an enquiry or consequent appeal, a similar procedure to that mentioned above will be carried out.

Note:

Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgement on marks awarded is that of the awarding body.

Appeals against matters outside the School's control will not be considered in the School's appeals procedure and a separate complaints procedure exists for each exam board which parents / students can access from the relevant websites or request information about from the Exams Officer.