



Appeals against internally assessed marks (GCSE controlled assessments and GCSE non-examination assessments)

The Forge Secondary Short Stay School is committed that whenever its staff mark candidates' work this 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. The Forge Secondary Short Stay 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 marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. This procedure will also be on the school website.

NB: an appeal may only be made against the assessment process and not against the mark to be submitted to the awarding body.

- 1 Appeals should be made as early as possible in order to ensure that the internal appeals process is completed prior to the submission of centre marks to the awarding body.
- 2 Appeals **must** be made in writing.
- 3 The head of centre will appoint a senior member of staff, eg an assistant headteacher or a deputy headteacher, 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 appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.
- 6 The outcome of the appeal will be made know to the head of centre and will 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 in procedures to light, the awarding body will be informed.

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

Post Results Services

The Forge Secondary Short Stay School will send out post results services information with candidate timetables before each examination series. Staff will be informed via email of the options available. This information will also be available on the school website.

The Awarding Bodies offer the following **enquiry about results services:**

Service 1 clerical re-check – a re-check of all clerical procedures leading to the issue of a result.

Service 2 review of marking – a review of the original marking to ensure that the agreed mark scheme has been applied correctly.

ANY CANDIDATE REQUESTING A REMARK MUST COMPLETE AND RETURN A CANDIDATE CONSENT FORM indicating that they understand marks and therefore grades can go down as well as up.

Access to scripts:

Photocopy of script – to see where a candidate went wrong and then possibly request a remark.

Original script – to see where a candidate went wrong. If the original script is returned then it is not possible to request a remark. Please be aware that original scripts take the longest to be despatched so if you want to use it for revision it may not be here in time.

A 'candidate consent form for access to and use of examination scripts' will be completed for all requests for scripts and if scripts are to be used by staff for teaching pupils will be made aware of this. The consent form will be kept for at least 6 months.

All outcomes for enquiries about results will be made known to candidates in writing.

Enquiries About Results (Re-marks) In cases of Enquiries About Results, where the school does not uphold a request for such an enquiry, the student may normally pay 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.

Senior Members of centre staff will be available during the restricted release day and on the results day. Candidates will be informed in writing about the arrangements for results day.