

Appeals against internally assessed marks (GCSE controlled assessments and GCE coursework units)

St Paul's Catholic School is committed to ensure that whenever staff mark candidates' controlled assessment/coursework 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. St Paul's Catholic 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. If a candidate wishes to appeal/ request a review of the marks awarded then they may also use the appeals procedure. The candidate has the right to appeal against the mark before submission to the awarding body.

1. Candidates are informed of the marks they have been awarded for their work prior to the marks being submitted to the awarding body. Records are kept confirming that candidates are made aware of the marks awarded and candidates are informed that these marks may be subject to change through the awarding body's moderation process.
2. Candidates are informed of their marks at least two weeks before the deadline set by the examinations officer for the submission of marks. This deadline is two weeks before the final submission deadline set by the awarding bodies (circa 15th May). The examinations officer confirms the deadline at the beginning of each academic year in conjunction with the production of the examination overview.
3. Appeals **must** be made in writing by the candidate's parent/carer to the examinations officer.
4. The head of centre will appoint a senior member of staff, ie an Assistant Headteacher or 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.
5. 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 and whether the awarded marks are fair and consistent.
6. 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 or marks.

7. The outcome of the appeal will be made known to the Headteacher 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 irregularities 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 of marking between centres. The moderation process may lead to mark changes. This process is outside the control of St Paul's Catholic School and is not covered by this procedure.

Review: Governors' Curriculum and Teaching Committee 2020-21