

Rossall International Study Centre (ISC)

Internal Appeals Procedure

(relating to coursework)

2007-2009

The ISC is committed to ensuring that whenever its staff assesses students' work for external qualification this is done fairly, consistently and in accordance with the specification for the qualification concerned.

Assessments should be conducted by staff who have appropriate knowledge, understanding and skills. Students' work should be produced and authenticated according to the requirements of the examination board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation. If students believe that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

Appeals must be made in writing by 31st May of the year the work was assessed and addressed to:

Mr. D Rose
Head of ISC and Examinations Officer
Rossall International Study Centre
Rossall School
Broadway
Fleetwood
FY7 8JW

Internal Assessment

Under Section 2 of the Joint Council for Qualifications Code of Practice the Awarding Bodies require examination centres offering their examinations to commit themselves to ensuring that:

- Published appeals procedures relating to internal assessment decisions are made widely available and accessible to all candidates.

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

The ISC will ensure that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills in the area being assessed.

- The consistency of the internal assessment is secured through the departmental mark scheme or marking criteria and internal standardization, as necessary.
- Within each department, candidates are given adequate and appropriate time to produce the coursework. They will receive clear deadlines to assist with this.
- Work submitted by the candidate for assessment has been authenticated as original work according to the guidance issued by the Joint Council for Qualifications.
- The staff responsible for internal standardization of a subject will attend appropriate training sessions given by the relevant Awarding Body.

Internal Appeals Procedure

The grounds for appeal relate only to the procedures used in arriving at the internal assessment decision or the production of externally assessed work and do not apply to the judgements themselves.

The appeal must be made in writing to the ISC's Examinations Officer by 31st May of the year that the coursework was assessed.

The Head will set up a panel to lead the enquiry provided that they have played no part in the original assessment process. An experienced teacher to act as an independent member will also be on the panel.

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.

The panel's findings will be formally reported back to the candidate, parent or carer at the beginning of July.

Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the Awarding Body if required.

GCSE Coursework Procedure

Coursework is defined as any piece of written or practical work marked or moderated by the ISC or an external examiner or moderator and which contributes towards a GCSE Award.

Students must read and understand fully the Notice to Candidates from the Joint Council for Qualifications regarding GCSE Coursework Regulations.

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.

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.

Coursework must be handed in by the agreed deadline.

Within the departmental time frame all students are given **the same** and sufficient time to complete the work.

Students are given clear instructions as to the time and place for handing in the work.

The work must be handed in by the student to the designated teacher and not given to another student to hand in.

If the student is absent from ISC on the deadline day, a parent or guardian must bring the work to ISC to be handed in to meet the deadline.

If it is impossible to deliver the work to ISC, the Head of Department must be contacted by phone on the deadline day for advice.

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 the work for an improved mark.

Normally there will be no extension of a coursework deadline if a student is absent during the period that the coursework is being completed.

If there are any special circumstances e.g. prolonged absence covered by a medical certificate there is a possibility of an extension but this must be negotiated with the Head of Department.

Candidate Declaration Sheets must be signed by the candidates in all cases.