



Non-exam

Assessment Appeal Policy

Thomas Keble School is committed to ensuring that whenever staff assesses students' work for external qualification; this is done fairly, consistently and in accordance with the specification for the qualifications concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills and who have been trained in this activity. The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications of each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency. After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation can change the marks awarded for internally assessed work. This is outside the control of Thomas Keble School and is not covered by this procedure.

- Appeals should be made as early as possible following receipt of internally assessed marks from the teacher. The deadline date will be advised each year. Students will be advised, by letter, of all submission dates and other key dates relating to the submission process and appeals process. Please note that following a review, marks can go down as well as up.

The process is split into two stages.

- Stage One:
- Students may first request to view a copy of their work and associated materials prior to making a decision as to whether the marking should be reviewed. Should a student determine that this is an appropriate course of action then he/she will need to submit a written request on the attached form. It should be signed by the student. Upon receipt of this request the Head of the Department involved will supply the student with copies of his/her work and make any associated documentation available to him/her. If this is not possible then the Head of Department will offer a suitable time for the student to view the work and the associated documentation in school.
- Stage Two:
- Should the student then determine that a review of marking is required then he/she will need to submit a further written request to that effect, using the **appropriate** form which can be obtained from the Data/Exams Office. This request should include clear and detailed reasons as to why the student feels that the marking needs to be reviewed, including details of which aspects of the mark scheme they feel have been incorrectly applied. This must be submitted according to the relevant deadline advised by letter each year. It should be signed by the student.

Upon receipt of this request the school will then:

- Ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment and has no personal interest in the review.
- Instruct the reviewer to ensure that the student's mark is consistent with the standard set by the centre.
- Inform the student in writing of the outcome of the review by the relevant deadline.

This policy forms part of a group of policies covering exams and should be read in conjunction with the general Exam Policy and the Internal Moderation Policy. All of these policies will be made available to read on the Thomas Keble website, form part of a bank of policies that all staff must read at least annually and will be part of the group of documents issued to pupils and parents at the beginning of Key Stage 4.

Thomas Keble School Internal marks review form

Student name:	Tutor group:
Course title:	
Teacher:	
Unit number/name:	
<p>Please provide me with a copy of my work and any associated documentation to enable me to check that it has been marked in line with the specification and mark scheme.</p> <p>Student signature and date:</p> <p>Student to return this form to the Exams Office who will liaise with the Head of Department.</p>	
<p>Teacher confirmation that the work has been provided or a suitable time has been arranged for the work to be viewed.</p> <p>Teacher signature and date:</p> <p>HOD to return this form to the Exams Office for filing (or to be made available to the student if a review is required).</p>	
<p>I do not agree with the mark given for my work and I would like it to be reviewed by someone else. My reasons are given on a separate sheet of paper. I understand that the mark can go down as well as up. I also understand that the mark could change once it is submitted to the exam board.</p> <p>Student signature and date:</p> <p>Student to return this form, to the Exams Office, along with details of why they think a review should be carried out. The Exams Office will liaise with the Head Teacher to arrange a review of marking.</p>	
<p>Independent Internal verifier comment (use separate sheet if necessary):</p> <p>Internal Verifier signature and date:</p> <p>Reviewer to return this form to the Exams Office who will advise the student of the outcome.</p>	