



Wychwood School
OXFORD

COURSEWORK, CONTROLLED ASSESSMENT AND INTERNAL APPEALS POLICY (CONCERNING GCSE, AS AND A LEVEL)

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Wychwood, Oxford will ensure that the Regulations for External Exams given below and the Coursework procedures in Appendix A are followed:

The Awarding Bodies require schools to have in place a procedure relating to internal assessment decisions. All candidates are to be aware of this and the deadline for appeals.

1. The candidate will have produced coursework that has been authenticated as original work according to the Joint Council document issued annually in September to all examination candidates.
2. Within a department, all candidates are given adequate and appropriate time to produce the coursework.
3. Internal assessments are conducted by staff that have appropriate knowledge, understanding and skills.
4. The consistency of the internal assessment is secured through the Examination Board's marking criteria and internal standardisation as necessary.
5. Staff will have attended training sessions where necessary to ensure they are familiar with the marking criteria.
6. Within a department, induction of new teachers will ensure they are aware of the marking criteria and Wychwood's coursework procedure.
7. The marks awarded will be standardised across the department where there is more than one member of staff in a department.
8. Candidates will be told the marks awarded by the department for any centre assessed component or unit.
9. The Examination Boards must moderate the assessed coursework/ oral tapes and the final mark awarded is that of the Examination Board. This mark is outside the control of the School and is not covered by this procedure.

Internal Appeals procedure;

1. The grounds for appeal relate, firstly, to disputes when a candidate disagrees with the school's procedures used in arriving at internal assessment decisions or the production of externally assessed work and **do not apply to the marks themselves**. The appeal about internally assessed work must be made in writing to the School's Examination Officer by 31st May of the year that the coursework was assessed.
2. The grounds for appeal relate, secondly, to disputes when a candidate disagrees with the school's decision not to support an enquiry about results or an appeal **and do not apply to the marks themselves**. The appeal about enquiries about results and appeals must be made in writing to the School's Examination Officer in time for processing before the Examination Board deadline which is usually the weekday closest to 20th September of the year in which results were released.
3. The candidates will be made aware of the existence of the appeals policy in the candidates' briefing meeting. Their parents or carers will be made aware in the letter that goes to parents with the examination timetables in the Shell year and this policy will be available on the school website.
4. The grounds for appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent or guardian.
5. The Head, along with a senior member of staff, normally the Director of Studies, will lead the enquiry, providing the Director of Studies has played no part in the original assessment process. If this is the case, a senior member of staff will be involved.
6. The case will be investigated using evidence of the procedures used in the assessment and the panel will decide upon their appropriateness and whether the procedures have been properly followed as required by the relevant Examination Board.
7. For disputes involving internal assessment decisions or the production of externally assessed work, the candidate will be informed in writing of the outcome of their appeal before the end of June of that examination series.
8. For disputes involving an enquiry about results or an appeal, the candidate will be informed in writing of the outcome of their appeal before the end of September of the year in which results were released.

Request for Review of Marking:

Candidates may request a review of the centre's marking prior to the marks being submitted to the examination board. The centre will facilitate a fair and impartial review of the marking which may include asking an experienced teacher from another school to review the marking. The outcome of the review will determine the mark to be submitted to the examination board.

The internal review of marking process must be completed prior to an awarding body's date for submitting marks. Any candidates submitting later requests for a review must therefore be informed that they are out of time.

The school has clear deadlines for candidates to submit a request for a review of marking against the mark before the date for submitting marks. This will be up to 2 weeks before the date of submission.

The process will be carried out in accordance with JCQ's Notice to Centres – informing candidates of their centre assessed marks:

<https://www.jcq.org.uk/exams-office/non-examination-assessments/notice-to-centres---informing-candidates-of-their-centre-assessed-marks>

Appendix A

COURSEWORK PROCEDURE AT WYCHWOOD

1. Coursework is defined as any piece of written or practical work which is marked by the school and which contributes to a GCE or GCSE award.
2. Pupils must read and understand the **Notice to Candidates** from the Joint Council for Qualifications concerning coursework regulations.
3. Irregularities in coursework discovered prior to the pupil signing a declaration of authentication will not be reported to the Examination Board but dealt with as an internal disciplinary matter. This work will not be submitted as coursework.
4. An irregularity in coursework discovered after the signing of the declaration of authentication by the pupil will be reported to the Examination Board which may lead to disqualification from the subject.
5. All pupils are given sufficient time to complete the work.
6. Coursework must be handed in by the set date specified by the subject teacher.
7. Pupils are given clear instructions as to the time and place for handing in work.
8. The work must be handed in by the pupil to the designated teacher and not given to another pupil to hand in.
9. If the pupil is absent from school on the deadline day, the work must be handed to the teacher **immediately** on return.
10. If the coursework has not been completed by the deadline, the incomplete work should be handed in on the deadline day to receive a mark. There will be no further opportunity to complete this work for an improved mark.
11. Normally there will be no extension of a coursework deadline. In cases of special circumstances e.g. prolonged absence covered by a medical certificate, there is the possibility of an extension but this must be negotiated with the form teacher and subject teacher.

If you have any questions about coursework regulations or how to appeal about coursework procedure then see the Director of Studies, Mrs Stacey.

Appendix B

INFORMATION FOR THE HEAD OF DEPARTMENT REGARDING INTERNAL APPEALS AND REQUEST FOR REVIEW OF MARKING PROCEDURES

If an internal appeal is made by a candidate then the Head of Department must provide the following to the Head:

- a. The mark scheme or marking criteria for the coursework provided by the Examination Board.
- b. The departmental mark scheme or marking criteria for the coursework if this differs from that of the Examination Board.
- c. Dates when the coursework was set and handed in for that pupil.
- d. Evidence that all pupils were given the same length of time.
- e. Dates when the coursework was marked by the teacher(s).
- f. Date for department standardisation meeting, if more than one teacher has marked the work.
- g. Copy of coursework marks sent to the Examinations Board.

The evidence above may also be requested by an Examinations Board inspector visiting the school or the Examinations Board if a parent makes a further appeal against the School's decision.