

Internal Appeals Procedure relating to internal assessment decisions (GCSE controlled assessments and GCSE non-examination assessments)

Oasis Academy Sholing (the Centre) is committed to ensuring that whenever its staff mark candidates' work for external qualification, it is done fairly, consistently and in accordance with the Awarding Body's specification and subject-specific associated documents.

The Centre ensures that all centre staff follow a Non-Examination Assessment Procedure. This details all the procedures relating to non-examination assessments for GCSEs, including the marking and quality assurance processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The Centre is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the Awarding Body. Where several subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

If a candidate feels that this may not have happened in relation to their work, they may make use of this appeal's procedure. Requests for reviews of marking must be made in writing using the Centre Assessed Marks Appeal Form by the deadline stated. Late requests cannot be considered.

The Centre will:

1. Inform candidates of their centre assessed marks so they may request a review of the Centre's marking before marks are submitted to the exam board.
2. Inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of their work in meeting the published assessment criteria.
3. Advise candidates that they may request copies of materials (i.e., a copy of the marked work, the relevant specification and the mark scheme or assessment criteria) to assist them in considering whether to request a review of the Centre's marking of their assessment.
4. Promptly make copies of materials available to the candidate, upon request.
5. Inform candidates that they will not be allowed access to original assessment material (such as artwork and recordings) unless supervised.
6. Provide candidates with sufficient time to allow them to review copies of materials and reach a decision and remind candidates they if their decision is to request a review, they will need to explain what they believe the issue is.
7. Only accept requests for reviews of marking in writing, using the Centre assessed mark appeal form available, by the deadline stated. Late requests cannot be considered.
8. Allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the Awarding Body's deadline.
9. Ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the outcome of the review.
10. Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the Centre.

11. inform the candidate promptly and in writing of the outcome of the review of the Centre's marking.

The outcome of the review of the Centre's marking will be made known to the Head of Centre (the principal) who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body. A written record will be kept and made available to the Awarding Body upon request.

The moderation process carried out by the awarding body may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the Centre, whereas moderation by the awarding body ensures that the Centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

This appeal's procedure is made known to candidates in subjects where assessment is a component of the subject award by their subject teacher. The procedure is also available from the Examinations' Officer and on the Oasis Academy website.