



KING WILLIAM'S COLLEGE

King William's College Policy for Appeals against GCSE and IGCSE Internally Assessed Marks

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Next Review: 03/20

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KING WILLIAM'S COLLEGE

POLICY FOR APPEALS AGAINST INTERNALLY ASSESSED MARKS FOR GCSE AND IGCSE (INCLUDING ENQUIRIES ABOUT RESULTS AND SANCTIONS IN THE CASE OF MALPRACTICE)

King William's College is committed to ensuring that whenever staff marks candidates' Internal Assessments / Controlled Assessments this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

N.B. For any queries relating to Internal Assessment in the IB Diploma, please consult the *IB General Regulations* document or contact the IB Co-ordinator (Alasdair Ulyett)

1. Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. King William's College 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.
2. 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. N.B. an appeal may only be made against the assessment process and not against the mark submitted to the awarding body.
3. JCQ regulations state that "as part of this procedure, candidates must be told the mark given by their centre for a centre assessed component/unit" (this currently applies to Art, Photography and Design Technology GCSE components).
4. In the circumstances of alleged malpractice by a candidate in the context of a controlled assessment, the appropriate course of action is set out in the Controlled Assessment Policy. If a candidate wishes to appeal the outcome of an investigation into malpractice, he/she may make use of this appeal procedure.
5. Appeals should be made as early as possible, and no later than two weeks before the last timetabled examination in the series (e.g. the last GCSE written paper in the June GCSE examination series).
6. Appeals must be made in writing by the candidate's parent/carer to the Examinations Officer.

Stage 1 – Preliminary Stage Investigation

7. The Principal will appoint a senior member of staff to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
8. 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 (including, if relevant, guidance on malpractice).
9. There should be an opportunity for the teacher(s) concerned in making the assessment, (or raising an allegation of malpractice) which is the subject of the appeal, to see a copy of the appeal and to respond to this in writing, with a copy sent to the candidate.
10. The appellant will be informed in writing of the outcome of Stage 1 of the appeal within two weeks of the written appeal being made, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.

Stage 2 – Panel

11. The appeals procedure should allow the candidate bringing the appeal to have an opportunity to have a personal panel hearing if they are not happy with the written response they have received at the conclusion of Stage 1. A candidate should be given reasonable notice of the hearing date; they should have sight of all relevant documents (e.g. the marks given, the assessments made, the evidence as to malpractice etc.) to the case in advance of the hearing. Where a candidate is presenting their own case they should be allowed to be accompanied by a (single) carer/friend. The teacher(s) and candidate should have the opportunity to hear each other's submission to the panel at the hearing.
12. The panel should comprise at least two individuals who had not previously dealt with the particular case. One of the individuals should be a senior member of staff and the second another independent person, whether another member of staff, or, for example, a governor.
13. The outcome of the appeal will be made known to the Principal 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 irregularity in procedures to light, the awarding body will be informed.
14. After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of King William's College and is not covered by this procedure.
15. In the context of an appeal connected with alleged malpractice, due account should be given to the JCQ and examining boards' guidance in malpractice cases. In this context, King William's College will adopt the same guidance as is taken in cases of appeal to the awarding body in malpractice cases, in so far as the following do not by themselves constitute grounds for appeal:
 - 15.1 That the individual did not intend to cheat;
 - 15.2 That the individual has an unblemished academic record;
 - 15.3 That the individual could lose a university place;
 - 15.4 That the individual regrets his/her actions.