

WOODBIDGE HIGH SCHOOL

Policy on Internal Assessments for Qualifications with English Awarding Bodies

Woodbridge High School is committed to ensuring that whenever its staff marks candidates' controlled assessment/coursework, this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have access to relevant training as required. Woodbridge High School 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.

If a candidate believes that this may not have happened in relation to their work, they may make use of this appeals procedure.

N.B. an appeal may only be made against the process that led to the assessment and not against the mark submitted to the awarding body.

1. Appeals should be made as early as possible, and before the submission of grades as required by the relevant awarding body.
2. The marking, moderation and communication of grades must be completed two weeks before the awarding bodies submission deadline. This is to allow time for the appeals procedure.
3. Appeals must be made in writing by the candidate's parent/carer to the examinations officer.
4. The Headteacher will appoint a senior member of staff, i.e. an Assistant Headteacher or a Deputy Headteacher, to conduct the review. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
5. 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.
6. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.
7. The outcome of the appeal will be made known to the Headteacher. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After candidates' work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. The moderation process may lead to mark changes. This process is outside the control of Woodbridge High School and is not covered by this procedure.

Approved by the Curriculum & Standards Committee on 8th November 2017.

Reviewer: Mr Bhullar (Deputy Headteacher)

Date of Next Review: Autumn 2018