

COURSEWORK APPEALS POLICY

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Oakham School is obliged to follow JCQ regulations in relation to the conduct of examinations and coursework. This includes facilitating appeals against marks awarded in coursework and non-examined assessment (NEA) assessed by the School, as outlined in the [‘Instructions for conducting non-examination assessments \(GCE & GCSE specifications\)’](#) (Section 6.1 page 12) and relates to qualifications and examining bodies falling under JCQ auspices, as well as those conducted by CIE.

Oakham School is committed to ensuring that whenever its staff mark candidates’ work 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 been trained in this activity. The School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher/tutor is involved in marking candidates’ work, internal moderation and standardisation will ensure consistency of marking.

Should a pupil feel that the assessment of the work has not been carried out accurately, they may use the appeals procedure outlined below, which follows JCQ guidance:

- The School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre’s marking before marks are submitted to the awarding body.
- The School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre’s marking of the assessment.
- The School will, having received a request for materials, promptly make them available to the candidate. This will either be the originals viewed under supervised conditions or copies.
- The School will provide candidates with sufficient time, normally at least five working days, to allow them to review copies of materials and reach a decision.
- The School will provide a clear deadline for candidates to submit a request for a review of the centre’s marking. Requests will not be accepted after this deadline. Requests must be made in writing to the Examinations Officer and candidates must explain on what grounds they wish to request a review.



- The School will 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 for the submission of marks.
- Candidates will be advised that marks may be adjusted down as well as up, and that if the original mark is considered reasonable in the view of the reviewer it will stand.
- Candidates will be advised that a fee of £40 will be charged to the candidate's school bill (this is in line with the cost of post-results services provided by examination boards for externally-assessed components) - this will be refunded if the appeal is successful.
- Candidates will be advised that any appeals under this policy can only be made about the accuracy of the mark awarded to the submitted coursework and not, for example, the quality of teaching or the procedures applied during the administration of the coursework.
- The Examinations Officer will inform the relevant department of any appeals; at that point, the School will complete the review and report the outcome in fifteen working days unless it is necessary to involve a third party from outside the school – in this case, the review will be carried out as soon as is practicable.
- The School will ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review; the School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the school.
- If a reviewer meeting the criteria above cannot be found within the school, then the School will seek an appropriately-qualified individual from outside.
- The department will return the outcome of the reassessment of the coursework to the Examinations Officer – this will include brief reasons for changing or upholding the marks.
- The candidate will be informed in writing of the outcome of the review by the Examinations Officer, and both the Deputy Head (Academic) and the Headmaster, as Head of Centre, will be informed of any successful appeals.
- A written record of the review will be kept and made available to the awarding body upon request. The School will inform the awarding body if it does not accept the outcome of a review.



The moderation process carried out by the awarding bodies 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's marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

There is no further right of appeal following a review under this policy.