



# Policy

## Coursework Marking Appeals

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 assessed by the school, according to the requirements [here](#), and relates to qualifications and examining bodies falling under JCQ auspices, as well as those conducted by CIE.

The school's Controlled Assessment and Coursework policy ([here](#)) requires departments to operate with due care and thoroughness, and in accordance with regulations. The school is committed to ensuring that processes are followed fairly, consistently and in accordance with the specification for the qualification concerned. Candidates' work will be marked by staff who have appropriate knowledge, understanding and skills, and who have been trained accordingly. When assessment of a piece of work is divided amongst several colleagues, consistency will be maintained by internal moderation and standardisation.

Should a student feel that the assessment of the work has not been carried out accurately, they may use the appeals procedure outlined below.

- After all internal marking and moderation procedures have been followed, departments will issue students with marks (but not grades) for any coursework components of their examination courses; appeals may not be made before internal moderation has been completed, even if candidates have received an indication of their marks
- Candidates will be advised that they may request copies of materials to assist them in considering whether to request a review of the school's marking of the assessment; materials will be made available promptly – this include, as a minimum, copies of the marked assessment materials and the mark scheme or assessment criteria; for some marked assessment materials, such as art work or recordings, the school may consider it more appropriate for them to be shared under supervised conditions
- Candidates will then, in general, have one week to review copies of materials and reach a decision, unless the timing of the coursework and examination board deadlines make this impossible
- Requests for reviews of marking must be made in writing by the candidate to the Examinations Officer using the form available; requests must be made by the deadline specified by the department, which will be no less than one week after the marks are issued (this will typically be 30 April or before unless there are specific reasons why the particular assessment requires a later date)
- 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

- Candidates will be advised that no changes to submitted work can happen after the internal moderation process
- 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 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; 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 the Deputy Head (Academic) informed of any successful appeals
- There is no further right of appeal following a review under this policy
- Examination boards carry out their own moderation process after marks are submitted by the school: this may result in further changes to marks, which are outside the control of the school and are not covered by this policy.
- Written records of requests for review and their outcomes will be kept by the school and made available to the awarding body on request

DAH

Reviewed: June 2019

Next review: June 2020