

**BALLYMENA ACADEMY**

**POLICY STATEMENT**

**IN RELATION TO APPEALS**

**AGAINST INTERNALLY ASSESSED MARKS**

**April, 2021.**

**Approved by Board of Governors:**

**15th April, 2021.**

**Appeals against Internally Assessed Marks**

Ballymena Academy is committed to ensuring that whenever its staff mark candidates’ controlled assessment/coursework or other 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. Ballymena Academy 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 his/her work, he/she may make use of the appeals procedure in section (b). A candidate may also request a review of the Centre’s marking in relation to Controlled Assessment/Coursework, as outlined in section (a). Candidates should note that marks subject to a Review of Marking/Appeal could remain the same, increase or decrease.

Appeals/ requests for a Review of Marking **must** be made in accordance with school procedures - see below.

# Requests for a Review of Marking in relation to Controlled Assessment/Coursework

Candidates are informed of their centre assessed marks prior to the marks being submitted for moderation, noting that marks are provisional until submitted to the Awarding Body for external moderation and verification.

Where the candidate wishes to query a mark awarded, he/she should, in the first instance, seek clarification from his/her teacher in order to try to resolve the matter informally. At this stage candidates may be provided with access to copies of relevant materials on request. This request should be made within two working days of receiving their indicative mark. Should the candidate then decide to request a review of marking he/she should do so within three days of receiving copies of relevant material using the proforma “Request for Review of Marking”, and no later than **Monday, 10th May (GCE)** and **Monday, 17th May (GCSE),** to ensure that marks can be submitted in accordance with the exam board deadlines.

The member of the Senior Leadership Team (SLT) with responsibility for Assessment, Recording and Reporting will consider the request in conjunction with the Vice-Principal (Curriculum) and decide if the request is reasonable.

If a Review of Marking proceeds, it will be conducted by an assessor, within the centre, who has appropriate competence, and has had no previous involvement in the assessment of the candidate for the component in question. This responsibility will normally be assigned to the Head of Department (HoD). In a situation where the candidate’s teacher is the Head of Department, the review of marking will be carried out by another senior member of the department or other appropriately experienced party.

The reviewer will be asked to ensure that: -

* the candidate’s mark is consistent with the standard set by the centre;
* an adjustment is made, if the mark awarded by the teacher is out of tolerance with the standards agreed during internal standardisation processes;
* the outcome of the review is made known to the SLT member with responsibility for Assessment, Recording and Reporting who will inform the candidate, the Vice- Principal (Curriculum) and the Examinations Officer about the outcome of the review, using the school’s ‘Review of Marking’ proforma;
* a written record of the review will be kept and made available to the awarding body upon request. Where the candidate is dissatisfied with the outcome of the review of marking outlined above, an appeal may be made – see section (b), in writing to the Head of Centre, using the proforma “Request for Appeal in relation to implementation of procedures” clearly stating the reason for the appeal. At this stage an appeal may only be made against the process and not against the mark submitted to the awarding body.

Candidates should note that marks subject to a Review of Marking could remain the same, increase or decrease.

# Appeals in relation to the implementation of procedures

If a candidate wishes to request an appeal within two working days of receiving their indicative mark, he/she should make the request in writing to the Head of Centre, using the proforma “Request for Appeal in relation to implementation of procedures” specifying the reasons for the request. The Head of Centre will appoint a senior member of staff, i.e. Deputy Principal, Vice-Principal or a member of the Senior Leadership Team, to assess if the request is reasonable and, if approved, conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject. 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.

The appellant will be informed in writing of the outcome of the request for the appeal, the appeal itself - including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.

The outcome of the appeal will be made known to the Principal, the teacher, relevant HoD, Examinations Officer, SLT member with responsibility for Assessment, Recording and Reporting and the Curriculum Vice-Principal. 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.

After candidates’ work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between Centres. The external moderation process may lead to mark changes. This process is outside the control of Ballymena Academy and is not covered by this procedure.

**Request for Review of Marking**

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| --- | --- | --- | --- | --- | --- |
| Candidate Name |  | | Year | |  |
| Subject |  | | Level | |  |
| Unit |  | | Teacher | |  |
| Title of Assignment |  | |  | |  |
| Please use this space to explain on what grounds you wish to request a review of marks |  | | | | |
| Signed |  | Date | |  | |
| Outcome of review of marking | | | | | |
| Outcome: Change / Unchanged Revised mark:  Date: | | | | | |

Post review a copy of this document should be forwarded to:

* Candidate;
* Teacher and relevant HoD;
* Examinations Officer;
* SLT member with responsibility for Assessment, Recording, and Reporting
* Curriculum Vice-Principal

**Request for Appeal in relation to implementation of procedures**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Candidate Name |  | | Year | |  |
| Subject |  | | Level | |  |
| Unit |  | | Teacher | |  |
| Title of Assignment |  | |  | |  |
| Please use this space to explain on what grounds you wish to request an appeal in relation to implementation of procedures |  | | | | |
| Signed |  | Date | |  | |
| Outcome of appeal | | | | | |
| Outcome: Change / Unchanged Revised mark:  Date: | | | | | |

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* Examinations Officer;
* SLT member with responsibility for Assessment, Recording, and Reporting
* Curriculum Vice-Principal