

Appeals against Internal Assessment of Work Policy

Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments)

Mission Statement

We are an all-through, inclusive Catholic girls' school with boys in the Nursery. As a girls' school we are committed to preparing girls for life long effectiveness and success. As part of their journey, girls will learn of intellectual risk-taking and emotional strength, reflection and self-knowledge, persuasiveness and team building as well as a cultural curiosity for an enriched enjoyment of life.

In our stunning 13 acres of grounds, girls have a physical freedom unique in central London. We aim to instil in them the emotional freedom to grow intellectually and spiritually and to understand the truth about themselves, others and our complex world. We will give them the courage to be ambitious and compassionate and we will provide a secure, happy and nurturing community in which to explore all of the above.

To this end we seek, develop and retain the best teachers who value well-being and the individual progress of each girl as much as they are relentless in their pursuit of academic excellence. Their goal is life-long success for each girl and they set the pace of energy and dynamism within which the girls flourish.

Review of Internal Assessment of Work

St Augustine's Priory 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. St Augustine's Priory 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.

1. St Augustine's Priory 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 candidates will also be informed that Centre marks for a subject are reviewed by an external moderator. Moderation might lead to a change in the initial mark.



2. St Augustine's Priory will inform candidates that they may ask for copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. St Augustine's Priory will, having received a request for copies of materials, promptly make them available to the candidate.
4. St Augustine's Priory will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing to the Examinations Officer (EO) who will raise any concerns with the Director of Studies (DoS) and Head of Department (HoD) concerned.
6. St Augustine's Priory 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.
7. St Augustine's Priory 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 review. The reviewer will be decided by the EO and DoS, unless either has an interest in the candidate. If so, the decision will be referred to the appropriate Head of Faculty.
8. St Augustine's Priory will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.
11. The School will charge a fee (£40.00 for 2017-2018) to cover administration costs.

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 St Augustine's Priory and is not covered by this procedure.

In the event of suspected malpractice by a candidate, the following will be taken into consideration:

If irregularities in coursework are discovered prior to the candidate signing the declaration of authentication this will be dealt with under the St Augustine's internal procedures and need not be reported to the awarding body.

If irregularities in coursework are identified by a centre after the candidate has signed the declaration of authentication, the head of centre must submit full details of the case to the relevant awarding body at the earliest opportunity.

The candidate may appeal the decision.

The staff responsible:

The Examinations Officer will circulate information to Heads of Department and the Director of Studies will ensure candidates know their entitlements in respect of receiving marks and the review of marking. The Examinations Officer will liaise with candidates and staff involved in the review process, and will convey the result of a review to the candidate.

The Head of Department will be responsible for providing candidates with any items necessary, as outlined above.

The Director of Studies will monitor the process, and oversee any requests for a review of marking. This may also require that they select and instruct the reviewer.

Examinations Officer (EO)
Director of Studies (DoS)
Head of Department (HoD)