

# **Bilborough College**

## **Enquiries and Appeals against coursework/controlled assessment for External Qualifications**

Bilborough College is committed to ensuring that whenever subject teachers assess students' work for external qualification; it is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by subject teachers who have appropriate knowledge, understanding and skills, and who also have the qualified experience to administer this task. Students' work should be produced and authenticated according to the requirements of the examination board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

### **Appeals against Internal Assessment.**

If a student believes that the assessment process has not been conducted in accordance with these guidelines they should follow the appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

1. Appeals should be made as soon as possible and must be made at least two weeks before the end of the last externally assessed paper in the examination series. For further guidance on closing dates for appeal, refer to the Examinations Officer.
2. Appeals should be made in writing to the Director of Curriculum and Learning who will conduct the investigation of appeal.
3. The Director of Curriculum and Learning with the advice of the Examinations Officer will follow the rules set by QCA from the examination code of practice for the investigation. This will be completed before the end of the examination series i.e. summer.
4. All parties will be informed in writing of the outcome of appeal, including all correspondence from the relevant exam board, also any changes made to the assessment of the work.
5. The outcome of the appeal will be reported to the Principal. A written record of the appeal will be kept on file for future reference. If the appeal should highlight any significant irregularity, the awarding body will be notified.

All coursework and controlled assessment is internally assessed and marked, the outcome is sent to the awarding bodies, who allocate their own moderator. This process is to ensure that there is consistency in the marking between all centres. Marks can change when moderated externally; this is beyond the control of Bilborough College and is outside the scope of this procedure.

## **Appeals against External Assessment and Enquiries about Results**

Where a student is unhappy with the mark awarded for a particular unit, such as a written exam, coursework or practical assessment a clerical check or re-mark may be requested via the Exams Office. The student will be required to complete and sign a form to acknowledge that his/her grade may be confirmed, raised or lowered and will be responsible for paying the relevant fee at the time of the request.

If you should require any further help or information please contact the Examinations Officer.