



KING JAMES I ACADEMY

Assessment Decisions (GCSE, GCE, NVQ & BTEC) Policy

Date adopted by Governors: September 2015

Date of Next Review: September 2017

Assessment Decision Policy

1. What is this Policy about?

1.1 In accordance with the Code of Practice for the conduct of external qualifications produced by the Joint Council for Qualifications, the Awarding Bodies require all Academy centres offering their examinations to:

- Have a published Appeals Procedure relating to internal assessment decisions;
- Make this document available and accessible to all learners.

1.2 Our policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding.

- Students will have produced coursework/assignments/controlled assessments that have been authenticated as original work according to the Joint Council document issued each year to all students entered in Public Exams;
- At the start of the autumn term students will be given advice on the requirements for their coursework and the deadlines to be met. Information about the appeals procedure will also be issued then;
- Within all departments students will be given adequate, and the same amount of, time to produce their work;
- Internal assessments will be conducted by staff with the appropriate knowledge, understanding and skills;
- The consistency of the internal assessment is secured through the departmental scheme mark, marking criteria and internal standardization as necessary;
- Each Awarding Body specifies detailed criteria for the internal assessment of the work and that staff responsible for internal standardization attends any training sessions given by the Awarding Bodies;
- The Awarding Body moderates the assessed coursework/controlled assessments/assignments and the final mark awarded is that of the Awarding Body. This mark is outside the control of the Academy and is not covered by this procedure.

2. Appeals Procedure

- The grounds for the appeal relate only to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and do not apply to the marking judgements themselves;
- The appeal must be made in writing to the Academy's Exams Officer at least 2 weeks before the date of the last external exam in the subject, or the 31st of May for those courses that only consist of coursework/portfolio work, of the year that the coursework was assessed. The grounds for the appeal must be clearly stated. Students may be supported in the preparation and presentation of their appeal by a parent/guardian/carer/friend;

- The Headteacher will nominate a senior member of staff, normally the Exams Officer, to lead the enquiry, providing they have played no part in the original assessment process. An experienced Director of Learning and an Academy Governor, to act as an independent member, will also be on the panel;
- The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed by the end of June of that year;
- The panel's findings will be formally reported back to the student/parent/guardian/carer at the beginning of July;
- Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Exams Officer and will be made available to the Awarding Body if required.

If at any stage during your exam courses you have concerns about procedures used in assessing your internally marked work for public exams (e.g. coursework, portfolios, controlled assessments, assignments or projects you should see the Exams Officer as soon as possible).