Drumragh College
Internal Appeals Procedure

GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments

Drumragh Integrated College 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. Drumragh College is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where several subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Drumragh Integrated College will ensure that candidates are informed of their centre assessed scores so that they may request a review of the centre's marking before marks are submitted to the awarding body.

2. Drumragh Integrated College will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.

3. Drumragh Integrated College will, having received a request for materials, promptly make them available to the candidate. This will either be the originals viewed under supervised conditions or copies.

4. Drumragh Integrated College will provide candidates with sufficient time, normally at least five working days, to allow them to review copies of materials and reach a decision.

5. Drumragh Integrated College will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing and candidates **must** explain on what grounds they wish to request a review. This deadline will be communicated to student by relevant staff members and parents via letter and also published on the school website.

6. Requests for reviews of marking **must** be made in writing and candidates **must** explain on what grounds they wish to request a review. Requests must be made in **writing** using the proforma created by the College and available from the Examinations Officer. (Appendix 1).

7. Drumragh Integrated College 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 for the submission of marks.

8. Drumragh Integrated College will ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review.

9. Drumragh Integrated College will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

10. Drumragh Integrated College will inform the candidate in writing of the outcome of the review of the centre's marking using the College's set proforma. (Appendix 2)

11. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request. The centre will inform the awarding body if it does not accept the outcome of a review. At this point the internal appeals procedure will be complete.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that the centre's marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Mrs I Kirk
Principal

Appendix 1

Request for Review of Marks for Centre Assessed Work
Drumragh College

Student Name: _____

Subject: _____

Teacher: _____

Component to be reviewed: _____

Reason for requesting review of marks awarded for internally assessed component:
(Please give as much detail as possible)

_____

_____

_____

_____

_____

_____

_____

_____

Date of Request: _____

Student Signature: _____

Parental Signature: _____

Form to be completed and returned to Ms McLernon

Received by: _____ Date received: _____

Appendix 2

Review Request Decision
Drumragh College

Work reviewed by: _____

Job Role: _____

Date of Review: _____

Student's Name: _____

Component Reviewed: _____

Reason for review:

_____

_____

_____

Original Mark: _____

Reviewed Mark: _____

Teacher Mark Adjusted: Yes / No

Reason for review decision:

_____

_____

_____

_____

_____

Reviewee Signature: _____

Date returned to student: _____