



Appeals against internally assessment marks

GCSE Controlled Assessments & GCE Coursework Units

South Gloucestershire & Stroud is committed to ensuring that whenever its staff members mark candidate's controlled assessment / coursework this is done fairly, consistently and in accordance with the awarding body 's specification and subject specific associated documents.

Candidate's work will be marked by staff who have an appropriate knowledge, understanding and skill and who have been trained in this activity. South Gloucestershire & Stroud College 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 candidate's work, internal moderation and standardisation will ensure consistency of marking.

If a candidate believes that this may not have happened in relation to their work, the candidate may make use of this appeals procedure.

N.B; An appeal may only be made against the assessment process and not against the mark submitted to the awarding body.

1. Appeals should be made as early as possible, and no later than two weeks before the last timetabled examination in the series (e.g the last GCSE written paper in the June GCSE examination series)
2. Appeals **must** be made in writing, by the candidate's parent / carer to the Examinations Officer.
3. The Head of Centre will appoint a senior member of staff i.e a Vice Principal to conduct an investigation. The senior member of staff will not have any involvement in the internal assessment process for this subject.
4. 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.
5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to the internal assessment procedures.
6. The outcome of the appeal will be 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 appeal bring an irregularity in procedures to light, the awarding body will be informed.

After the candidate's 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 The process is outside the control of South Gloucestershire & Stroud College and is not covered by this procedure.