

Chetham's School of Music: Exams Internal Appeals procedures

1. **Internal Appeals procedure: Reviews of marking for centre-assessed marks**
2. **Internal Appeals procedure: Enquiries about results for internally and externally assessed components**

1. Centre-assessed marks* for GCSE and A level exams

In accordance with the Code of Practice for the conduct of external qualifications produced by the exam boards, we are committed to ensuring that:

- internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills
- assessment evidence provided by candidates has been produced and authenticated according to requirements of the specification
- the consistency of the internal assessment is secured through internal standardisation as necessary
- staff responsible for internal standardisation attend any compulsory training sessions

Procedure for review

A review can be requested concerning any centre-assessed mark:

- Candidates will be informed of their marks and may request copies of materials (e.g. marked work, the specification and other guidance produced by the awarding bodies) to assist them in considering whether to request a review of the Centre's marking of the assessment
- The request for review must be made by the student or parent in writing to the School's Academic Manager (Mr Chillingworth) **at least two weeks before the deadline for submission of coursework.**
- the review will normally be led by either the Academic Manager or the Vice-Principal, provided that neither has played any part in the original internal assessment process, and will include one other reviewer who has the appropriate competence, has not been involved in the original marking and who does not have any personal involvement with the candidate or personal interest in the outcome of the review.
- Candidates will be allowed to see the raw marks, moderated marks (if known), and any supporting information
- The reviewer will ensure that the candidate's mark is consistent with the standard set by the centre
- The candidate will be informed promptly in writing of the outcome of the review of the centre's marking.

In addition, the awarding body must moderate the assessment and the final judgement on marks awarded is that of the awarding body. Appeals against matters outside the School's control will not be considered in this procedure.

2. Enquiries about results (internally and externally marked papers)

Students can decide whether to apply for a review of marking of individual scripts. Students are responsible for funding this. If a review fails to bring satisfactory resolution, in certain subjects** students or teachers can decide whether to contest the marks awarded by applying for a Preliminary Appeal (formerly known as a Stage 1 Appeal), and the responsibility for funding this will be borne by the student or the School accordingly. If a Preliminary appeal fails, and a student wishes to proceed with an Appeal Hearing (formerly known as a Stage 2 Appeal), the School must be prepared to support this. If the School does not, then the student should appeal in writing to Mr Chillingworth

stating the reasons for this appeal. This appeal will be reviewed by Mr Chillingworth and the Vice Principal. The outcome will be communicated within 5 working days. This decision is final.

If a student wishes to have a coursework mark reviewed, the School must be prepared to support this as it will affect the marks of the whole cohort. If the School does not, then the student should appeal in writing to Mr Chillingworth stating the reasons for this appeal. This appeal will be reviewed by Mr Chillingworth and the Vice-Principal. The outcome will be communicated within 5 working days. This decision is final.

P D Chillingworth (Academic Manager/ Exams Officer) 01/09/18
next review due: 31/10/19

*** “Centre assessed marks” denotes Coursework, Controlled Assessment and NEA (Non-exam assessment)**

**** A levels, and GCSE Maths from June 2018. Other GCSEs are included from the June 2019 series. IGCSE English, Drama and Science are not included in this process.**