



SCHOOL

POLICY

Policy Name:	Controlled Assessment Appeals
Review date:	
Date to be reviewed:	
Agreed by the BOG on:	
Policies which are linked to this policy:	

Integrated Education has been one of the most significant social developments within Northern Ireland in the last 40 years. Priory wears its Integrated ethos and practice with pride, Integration is prioritised by school leadership and is led by the Principal, BOGs and a drive team, under the leadership of the newly appointed Integration Co-ordinator. The four core principles of integrated education - **equality, faith and values, parental involvement** and **social responsibility** are central in all we do. Integration and Inclusion remains high on the agenda of the college and we will endeavour to make sure that every child is welcomed and taught in a safe and nurturing Priory College.

College Mission Statement

Priory Integrated College welcomes children from all traditions, cultures and abilities. Together, we aim to empower every child to reach their full potential, in a nurturing, caring environment which upholds respect and excellence for all.

- All non-examination assessments will comply with JCQ guidelines contained in the document 'Instructions for Conducting Controlled Assessments' a copy of this in the Staff Files.
- All non-examination assessments will also adhere to awarding bodies' subject-specific guidelines.
- Every student will be given a copy of the relevant JCQ 'Information for Candidates' before undertaking his/her first controlled assessment.
- Every student will sign a Centre Declaration of Authentication – Coursework Assessments
- The school will ensure that access arrangements and special consideration guidelines are adhered to in relation to controlled assessments as they are with regard to formal written examinations.

Appeals against Internal Assessment of Work for External Qualifications

Priory Integrated College is committed to ensuring that whenever its staff assesses students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the awarding body. Where a set of work is divided between staff, consistency should be assured by internal standardisation.

If a student feels that this may not have happened in relation to his/her work, he/she may use the appeals procedure outlined below. Please note that appeals may only be made against the process which led to the assessment, and not to the mark or grade awarded.

1. Appeals should be made as soon as possible
2. Appeals should be made in writing to the Examinations Officer, by completing Learner Appeals Form (Appendix 1)
3. A member of staff will review the process used for internal assessment and decide whether it conformed to the requirements of the awarding body and the examinations code of practice of QCA. This will be done before the end of the examination series.
4. The student will be informed in writing of the outcome of the appeal, including correspondence with the awarding body, and changes made to the assessment of the work and any changes made to improve procedures for teacher assessed components.
5. The outcome of the appeal will be made known to the Principal, and a written record of the appeal kept and made available to the awarding body at their request. Should the appeal bring to light any significant irregularity, the awarding body will be informed.

Post Results and Enquiries about Results

After work has been assessed initially, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally-assessed work. This is outside the control of Priory Integrated College and is not covered by this procedure. Pupils who are concerned that their results are incorrect should contact the school Examinations Officer, who will submit an Enquiry about Results (EaR) to the relevant examination body. An enquiry on a result from an internally assessed component will take the form of a Re-Moderation of the centre's original coursework/controlled assessment sample. It should be noted that the cost of a re-moderation is significant and will normally be borne by the candidate requesting the service.

Appendix 1 Learner Appeals Form

Principal: Mrs N Wilson BA (Hons); MEd (CANTAB); NPQSL

My Lady's Mile, HOLYWOOD, Co. Down, BT18 9ER

028 9042 3481

info@priorycollege.hollywood.ni.sch.uk

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Assessment Appeals Procedure Learner Appeals Form

Learner:	
Assessor/Teacher:	
HOD/Internal Verifier:	
Title of Assignment:	
Unit:	

Stage One

To be completed by the learner:

Details of Assessment Decision (Marks/Grade Awarded):	
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Learner's Reasons for Appeal:	
<hr/> <hr/>	
Learner Signature:	Date:

To be completed by Teacher/Assessor:

Date appeal received:	
<hr/>	
Teacher/Assessor Decision:	
<hr/> <hr/>	
Teacher/Assessor Signature:	Date:

To be completed by the learner (delete where not applicable)

- I understand and accept the assessment decision
- I wish to proceed to Stage Two of the appeals procedure

Learner Signature:	Date:
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Stage Two

To be completed by HOD/Internal Verifier:

Date appeal received:	
<hr/> <hr/> <hr/>	
Decision:	
<hr/> <hr/> <hr/> <hr/> <hr/>	
HOD/IV Signature:	Date:

To be completed by the learner (delete where not applicable)

- I understand and accept the assessment decision
- I wish to proceed to Stage Two of the appeals procedure

Learner Signature:	Date:
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