

# De La Salle College



## Arrangements for Appeals about Internal Assessment Decisions and Enquiries about Results (EAR) Policy

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# Arrangements for Appeals about Internal Assessment Decisions and Enquiries about Results (EAR) Policy

De La Salle College follows the Joint Council for Qualifications (JCQ) recommendations. You may appeal about an External Exam result (EAR) or about a mark awarded by a teacher at the college that forms part of the exam e.g. Controlled Assessment.

## **Types of Appeals**

*Internal Assessment* means work which has been marked and moderated by teachers within the candidate's home centre.

An *EAR* is a request to the examination board to review the marks or marking of an external examination.

## **Procedure**

In the first instance, contact the school Examinations Officer on 754100 who will provide you with a copy of the JCQ document and advise you of your next step. Since it is a requirement of the JCQ (Joint Council for Qualifications) that a written record be held regarding any type of appeal, an appeal must be lodged in writing. The appeal should be sent to the EXAM OFFICER at De La Salle College.

### *Appeal Regarding Internal Assessment*

#### **Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and Project qualifications)**

De La Salle 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. De La Salle 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 candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. De La Salle College will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. De La Salle 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. De La Salle College will, having received a request for copies of materials, promptly make them available to the candidate.
4. De La Salle College will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. De La Salle 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.
6. De La Salle 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.
7. De La Salle College will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. De La Salle College will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. De La Salle College will inform the candidate in writing of the outcome of the review of the centre's marking.
10. 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 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 centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

### *Enquiries about Results (EAR)*

If your appeal is about an examination result then an EAR will be forwarded on your behalf to the appropriate Exam Board. We require an indication of which EAR service you require and a completed JCQ Candidate Consent Form. Once the form has been completed and cheque for the total amount received the EAR will be processed. A Cheque for the total amount should be made payable to De La Salle College and enclosed with your application. (the cost of each EAR will be included with the JCQ Candidate Consent Form.)

The school will provide evidence of the receipt of your EAR request within one week. Timescales vary considerably on the length of processing for an EAR and as a consequence the College can only agree to inform you of the result of the EAR within one week of receipt of the outcome of an EAR from the Examination Board.

No EAR requests can be processed unless the JCQ Candidate Consent Form has been signed and despatched to the exam board.