



**Woodbrook Vale School  
Policy Document**

**Assessment Decisions  
Policy and Appeals Procedure**

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Headteacher's Signature: ..... *R Fraser* ..... Date: 06 October 2021  
Print name: Rachael Fraser

Chair of Trustee's Signature: ..... *Gavin C Brown* ..... Date: 06 October 2021  
Print name: Gavin Brown

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## **Woodbrook Vale School Policy for Assessment Decisions**

Under Section 2, paragraph 19 (ix) of the Joint Council Code of Practice, the Awarding Bodies require centres offering their examinations to:

- have a published appeals procedure relating to internal assessment decisions that contribute to summative assessment
- make this document available and accessible to candidates

**Our policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding.**

1. The candidate will have produced work for internal assessment that has been authenticated as original work according to the Joint Council document issued in September to all examination candidates.
2. In September, all candidates are given written advice about the production of internally assessed work that contributes to summative assessment and deadlines to be met.
3. All candidates are given adequate and appropriate time to produce the required work.
4. Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
5. The consistency of the internal assessment is secured via a mark scheme or marking criteria and internal standardisation activities as necessary.
6. Each Awarding Body specifies detailed criteria for the internal assessment of the work and staff responsible for internal standardisation will attend any training sessions given by the Awarding Bodies.
7. The Awarding Body must moderate the assessed coursework and the final mark awarded is that of the Awarding Body. This mark is outside the control of the School and is not covered by this procedure.

## **Review of marking for centre assessed marks in GCSE controlled and non-examination assessments**

Woodbrook Vale School (hereafter WBV) 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. WBV is committed to ensuring that the work produced by the 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. WBV 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. WBV 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. WBV will, having received a request for copies of materials, promptly make them available to the candidate.
4. WBV will provide candidates with reasonable time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing.
6. WBV will allow reasonable 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. WBV 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.
8. WBV will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed 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 and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' 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. This process is outside the control of WBV and is not covered by this procedure.

## Woodbrook Vale School Appeals Procedure

Where necessary an appeals panel will be convened whose membership would likely include trustees (governors) and independent members of the Senior Leadership team

