Public Examinations Internal Appeals

Internal Assessments

In accordance with The Instructions for Conducting Coursework; Instructions for Conducting Controlled Assessments, The Instructions for Conducting Non-Examination Assessments and The Instructions for Conducting Examinations produced by the Joint Council for Qualifications, available at www.jcq.org.uk, and other organisations outside of JCQ jurisdiction, Tolworth Girls’ School & Sixth Form are committed to ensuring that:

Internal assessments which include Controlled Assessments, Non-Examination Assessments and Coursework/Portfolios are conducted by members of staff which have the appropriate knowledge, understanding and skills.

Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject.

The consistency of internal assessment is assured through internal standardisation as set out by the awarding bodies.

Staff responsible for internal standardisation and/or assessment will attend any compulsory training sessions.
**Centre Assessed Marks Appeals Procedure**

All candidates will be notified 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.

Candidates may request copies of materials to assist them in considering whether to request a review of the centre’s marking of the assessment.

All appeals against centre assessed marks must be made in writing to the Headteacher by the deadlines for that season. The appeal must include valid reasons.

A clear process and deadline will be provided for candidates to submit a written request for a review. Details will be published on the school website or school exams noticeboard ahead of any centre-assessed submissions.

**ENQUIRIES ABOUT RESULTS**

Candidates who wish to appeal against a mark gained in a written paper should in the first instance seek advice from their subject teacher or subject leader.

If the candidate wishes to proceed with a review, they must acknowledge their marks and subject grade may be lowered and give their written consent to the Examinations Department, either signing in person or via their school email account. It is the candidate and not their parent/guardian who must give permission.

The candidate must pay all costs and administrative fees associated with the review before the Examinations Department submit the request to the awarding body. The relevant costs and deadlines will be made available to the students ahead of the exam season via the examinations noticeboard and school website.

The candidate will be made aware of the outcome via their school email in the first instance, then home email or by telephone.

If the student remains unsatisfied following a review, they can appeal. The cost of this appeal will be paid for by the student.

A request must be made in writing to the Examinations Officer stating the reasons for the appeal within five days of the official notification of the outcome.

The Head of Centre must agree with the reasons before an official appeal can be launched. A member of the Senior Leadership Team will inform the student of the outcome.

Further guidance on appeals and enquiries can be obtained from the Examinations Officer.