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# **Godalming College Exam Policy**

# **9.2 Appeals against internal assessments**

# The College is obliged, by the [JCQ regulations](https://www.jcq.org.uk/exams-office/non-examination-assessments/notice-to-centres---reviews-of-marking-centre-assessed-marks), to publish a separate policy on this subject, which is available from the exams office and published on Godalming Online. (See Appendix 2) The main points are:

# Appeals will only be entertained if they apply to the process leading to an assessment; there is no appeal against the mark or grade awarded

# Students may appeal if they feel their work has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification

# Appeals must be made in writing to the Assistant Principal (Curriculum & Quality) who will decide whether the process used conformed to the necessary requirements

# The Assistant Principal (Curriculum & Quality) will inform the student in writing of the outcome of the appeal, copying this to the EO and recording it for inspection by the awarding body.

**Appendix 2**

 **Policy for requests for a review of internal moderation   
GCSE controlled assessments, GCE coursework and practical endorsements,   
GCE and GCSE non-examination assessments, including speaking and listening units for English**

Godalming College is committed to ensuring that whenever its staff mark students’ work this is done fairly, consistently and in accordance with the awarding body’s specification and subject-specific associated documents.

Students’ work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Godalming College is committed to ensuring that work produced by students is authenticated in line with the requirements of the awarding body.

Where a number of subject teachers are involved in marking students’ work, internal moderation and standardisation will ensure consistency of marking.

1. Godalming College will ensure that students are informed of the criteria used when work is assessed, their centre assessed marks and how moderation takes place. Each department will provide this information on GoL, including dates when students can expect to be informed of their marks.
2. Godalming College will provide students with sufficient time in order to allow them to review copies of materials and reach a decision to request a review of the College’s marking before marks are submitted to the awarding body. **A request for a review of moderation must be made within five calendar days of being notified of the relevant mark**. Before making a request the student is expected to have spoken with their teacher and/or the head of department, to discuss any concern in the first instance.
3. Requests for reviews of marking **must** be made in writing to the Assistant Principal (Curriculum & Quality) using the Request for a Review of Marking Form. It is expected that a detailed account is given why it is felt the College’s procedures have not been carried out correctly.
4. A request for a review of moderation cannot be made for a piece of work that is accepted after being submitted late.
5. Godalming College will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the student of the outcome, all before the awarding body’s deadline.
6. Godalming 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 student and has no personal interest in the review. This is likely to be a Director of Faculty.
7. The student will be informed in writing of the outcome of the review of the centre’s marking, within three College days of receiving the written request.
8. The outcome of the review of marking will be made known to the Assistant Principal and the request will be logged as a formal complaint. A written record will be kept and made available to the awarding body upon request.

**IMPORTANT**  
After students’ work has been internally assessed at College, it is then moderated by the awarding body to ensure consistency of marking between centres. This moderation process may lead to mark changes – up or down. This process is outside the control of Godalming College and is not covered by this procedure.

 **Form to request a review of internal moderation**

Student Name: Student No:

Course:

Assessment title:

Deadline for this piece of work:

Mark awarded: Date notified of mark:

Reason for request for a review of moderation:   
(please give as much detail as possible for the grounds of this request)

Signed: Date: