



Ashmole Academy Trust

POLICY ON INTERNAL ASSESSMENTS FOR EXTERNAL QUALIFICATIONS

Ashmole Academy is committed to ensuring that whenever members of staff assess 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 the appropriate knowledge, understanding and skills, and who have been trained in this activity. The centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will be in place in order to ensure consistency. Students will be informed of the centre assessed marks of non-examined assessments/controlled assessments before the marks are submitted to the relevant awarding body. They may request a review of these marks in the form of a written appeal at this stage.

Each Awarding Body specifies detailed criteria for the internal assessment of work. In addition, the Awarding Body must moderate the assessment. The final judgement on marks awarded is that of the Awarding Body. Appeals against matters outside the school's control will not be considered in the school's appeals procedure.

In accordance with the Code of Practice for the conduct of external qualifications produced by JCQ, Ashmole Academy is committed to ensuring that:

- Internal assessments are conducted by staff that have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification.
- The consistency of the internal assessment is secured through internal standardisation as necessary.
- Staff who are responsible for internal standardisation attend any compulsory training sessions.

There are two possible stages to this appeals process:

1. Appeal in writing to the Head of Faculty
 2. Appeal in writing to the Head Teacher if the previous appeal did not bring about a resolution.
1. **Appeal in writing to the Head of Faculty:**
 - The enquiry into the internal process will normally be led by the Head of Faculty provided that he/she has not played any part in the original internal assessment process. If this is the case, the enquiry will be led by the attached leadership team member. The enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body and the 'Code of Practice' and /or that the marks awarded by the centre are in line with the relevant specification.
 - The teacher making the assessment will be notified and will be given an opportunity to explain their decision to the Head of Faculty.

- The student and their parent/carer will be informed in writing of the outcome of this appeal, and will also receive a copy of any relevant communications with the Awarding Body, as well as any steps taken to further protect the interest of the candidates.
- The outcome of the appeal will be made known to the Assistant Head Teacher, Examinations. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the Head Teacher and the awarding body will be informed.

If the student or their parent/carer is unhappy about the response from the Head of Faculty in writing, they can request that the matter be referred to the Head Teacher.

2. Appeal in writing to the Head Teacher.

If a parent/carer is not satisfied with the outcome of the appeal to the Head of Faculty they should write a letter to the Head Teacher specifying the nature of the complaint and any evidence they may have. The Head Teacher will then consider the complaint and instigate an investigation. The Head Teacher may arrange a meeting with the parent/carer and student to explore the complaint in more detail. The parent/carer will receive a letter from the Head Teacher informing them of the outcome of the appeal.