



MAGDALEN COLLEGE SCHOOL

APPEALS REGARDING ENQUIRIES ABOUT RESULTS (EARs) and ASSESSMENT OF GCSE/GCE MARKS and WORK FOR EXTERNAL QUALIFICATIONS

Magdalen College School is committed to ensuring that whenever its staff assesses pupils' 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 appropriate knowledge, understanding and skills, and who have been trained in this activity. The school 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 ensure consistency.

If a student feels that this may not have happened in relation to his/her work, s/he may make use of this appeals procedure. Appeals may be made with regard to the process that led to the assessment and/or a mark/grade awarded submitted by the school for moderation by the awarding body.

This procedure is available from the Exams Office.

- 1 Appeals regarding the process or marks awarded should be made as early as possible and at least two weeks before the date of the final written examination paper in the subject that exam session.
- 2 Appeals should be made in writing by the candidate's parent/carer to the Examinations Officer (EO), who will investigate the appeal with at least three other members of staff who have not been involved in the internal assessment decision: the Academic Deputy, the relevant Head of Department and the pupil's Housemaster/Tutor. If the EO was directly involved in the assessment in question, the Master will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise if the EO is not able to conduct the investigation for some other reason.
- 3 If the appeal relates to the award of mark or grade the relevant Head of Department will in most cases be responsible for confirming or changing the mark awarded. In cases where the Head of Department awarded the mark or grade being disputed, the Academic Deputy may ask a senior colleague with relevant expertise to decide which mark should be awarded or, in some cases, may ask a colleague from another school to provide a view.
- 4 If a candidate disagrees with the school's decision not to support an enquiry about results or an appeal, the Academic Deputy will investigate the matter provided he was

not involved in the original decision. In such cases, the Usher or Master will investigate.

- 5 The candidate lodging the appeal will be informed in writing of the outcome, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment and/or to the mark/grade awarded.
- 6 The outcome of the appeal will be made known to the Master. 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 awarding body will be informed.

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation can change the marks awarded for internally assessed work. This is outside the control of Magdalen College School and is not covered by this procedure. If pupils have concerns about it, they should ask the EO for a copy of the appeals procedure of the relevant awarding body.

LJB/NJF

Reviewed October 2013 and amended June 2014