



Sir Joseph Williamson Mathematical School

Procedure for Requests to Review Non Examined Assessment Results

The School is committed to ensuring that whenever its 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 appropriate knowledge, understanding and skills and who have been trained in this activity. Students' work will be produced and authenticated according to the requirements of the awarding body. Where a set of work is divided between staff, consistency will be assured by internal moderation and standardisation.

All students will be informed of their centre assessed marks before they are submitted to the exam board.

If a student feels that this may not have happened in relation to his/her work, s/he may use the appeals procedure outlined below.

1. Appeals should be made in writing to the Deputy Head no later than 20th April. Late appeals will not be accepted.
2. The school will allow time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome before the awarding body deadline for submission.
3. The review will be 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 in the review. This will be overseen by the Deputy Head.
4. The process used for the internal assessment will decide whether marking conforms to the requirements of the awarding body specification and that it is consistent across the cohort.
5. The appellant will be informed in writing of the outcome of the appeal, including any changes made to the assessment of work and any changes made to improve matters in the future.
6. The outcome of the appeal will be made known to the Head Teacher and a written record of the Appeal kept and made available to the awarding body at their request. Should the appeal bring to light any significant irregularity, 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 frequently changes the marks awarded for internally-assessed work. This is outside the control of the School and is not covered by this Procedure.