

# CARDINAL POLE CATHOLIC SCHOOL



## NEA Internal Appeals Policy

Approved by Governors

Signed:

Date:

Review due date (1 year):

## Mission Statement

Cardinal Pole Catholic School is a learning community for all based upon partnership and respect. It is a strong and vibrant place which recognizes the importance and individual needs of every pupil and member of staff. Praise and encouragement is vital in creating a climate of learning and high expectations supported by teaching of the highest quality. The school is full of confident, creative and fulfilled young people and staff. They are celebrated as individuals – unique creations of God – who deserve our support, love and trust as they begin the great journey of life.

Key staff involved in internal appeals procedures

| <b>Role</b>    | <b>Name(s)</b>                                  |
|----------------|---|
| Head of centre | <b>Ms Jane Heffernan</b>                        |
| SLT members    | <b>Mr James MacNaughton and Mr Andy English</b> |
| Exams officer  | <b>Ms Alison Attridge</b>                       |
| HODs           |   |
|                |   |

Reviews of marking - centre assessed marks  
(GCSE controlled assessments, GCE coursework,

## **GCE and GCSE non-examination assessments and Project qualifications)**

Cardinal Pole Catholic School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

This document sets out the procedures for student's to request a Review of Marking of their Internally Assessed components.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Cardinal Pole Catholic School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Cardinal Pole Catholic School will ensure that candidates are informed 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.
2. Cardinal Pole Catholic School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Cardinal Pole Catholic School will, having received a request for copies of materials, promptly make them available to the candidate.

4. Cardinal Pole Catholic School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Cardinal Pole Catholic School will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
6. Cardinal Pole Catholic School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. Cardinal Pole Catholic School will ensure that the review of marking is carried out by an assessor who has appropriate competence.
8. Cardinal Pole Catholic School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Cardinal Pole Catholic School will inform the candidate in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.