

Sevenoaks School

INTERNAL ASSESSMENT FOR EXTERNAL QUALIFICATIONS POLICY

In accordance with the Code of Practice for the conduct of external qualifications produced by QCA, Sevenoaks School is committed to ensure that:

- internal assessments are administered and marked by staff who have the appropriate knowledge, understanding and skills;
- an internal assessment produced by candidates has been produced according to the requirements of the specification;
- the consistency in marking of the internal assessment is secured through internal standardisation;

- staff responsible for internal standardisation attend the necessary training sessions where possible.

Written Appeals Procedure

Each awarding body (i.e. exam board) publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the School concerning the internal assessment:

- the appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the decisions themselves;
- the appeal must be made in writing to the Academic Deputy at least two weeks before the date of the last externally assessed paper of the series;
- the enquiry into the internal process will normally be led by the Academic Deputy, provided that he has played no part in the original internal assessment process;
- 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'.

The appellant will be informed in writing of the outcome of the appeal, including:

- relevant communications with the Awarding Body;
- any steps taken protect further the interests of the candidates.

Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body moderates the assessment and the final judgement of marks awarded is that of the awarding body. Appeals against matters outside the School's control can not be considered in the School's appeal procedure.