



IPSWICH HIGH SCHOOL
WOOLVERSTONE HALL
SUFFOLK, ENGLAND

Internal Assessment Appeals Procedure



IPSWICH HIGH SCHOOL
WOOLVERSTONE HALL
SUFFOLK, ENGLAND

Internal Assessments for Public Examinations; Appeals Procedure

Ipswich High School is a proprietorial school owned by Ipswich Education Limited (IEL), whose Board has the legal responsibility to ensure that all regulatory requirements are met. This means that the Board of Local Governors (BLG) has a role that is different to many independent schools. It is the role of the BLG to act as 'critical friend' to the school and to provide it with strategic guidance and oversight. The Governors, therefore, have powers of scrutiny and are enabled to make recommendations to the Ipswich Education Ltd Board (IELB) for change and improvement. Governors' meetings are held every term.

Ipswich High 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.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Ipswich High 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. Ipswich High 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. Ipswich High 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. Ipswich High School will, having received a request for copies of materials, promptly make them available to the candidate.
4. Ipswich High School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.



IPSWICH HIGH SCHOOL
WOOLVERSTONE HALL
SUFFOLK, ENGLAND

5. Requests for reviews of marking **must** be made in writing.
6. Ipswich High 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. Ipswich High School will ensure that the review of marking is 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.
8. Ipswich High School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed 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 and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Ipswich High School and is not covered by this procedure.

There is an attached appendix on the next pages which outline key dates for both GCSE and A level deadlines for internal assessment marks to be awarded to pupils, along with deadlines for internal assessment appeals.



IPSWICH HIGH SCHOOL
WOOLVERSTONE HALL
SUFFOLK, ENGLAND

Appendix:

2018-2019 Dates for GCSE

Subjects eligible for Internal Assessment Review of Centre Awarded Marks:

AQA Chinese Mandarin (4670)

Date for teacher to give candidates marks: Wednesday 17th April

Deadline for candidates to request review: Wednesday 24th April

AQA Fine Art (8202) and Three Dimensional Design (8205)

Date for teacher to give candidates marks: Tuesday 14th May

Deadline for candidates to request review: Monday 20th May

Drama (1DR0), History (4HI0), Music (1MU01), PE (1PE01)

Date for teacher to give candidates marks: Wednesday 24th April

Deadline for candidates to request review: Wednesday 1st May

Eduqas Food Preparation and Nutrition (C560P1)

Date for teacher to give candidates marks: Wednesday 17th April

Deadline for candidates to request review: Wednesday 24th April

Please note: the deadlines vary due to different exam boards and, within the same exam board the deadlines for subjects also vary.



IPSWICH HIGH SCHOOL
WOOLVERSTONE HALL
SUFFOLK, ENGLAND

2018-2019 Dates for A level:

Subjects eligible for Internal Assessment Review of Centre Awarded Marks:

AQA A level Fine Art (7202)

Deadline for teachers to give candidates marks: Tuesday 14th May

Deadline for candidates to request a review of marks: Monday 20th May

AQA A level 3 Dimensional Design (7205)

Deadline for teachers to give candidates marks: Tuesday 14th May

Deadline for candidates to request a review of marks: Monday 20th May

AQA A level History (7042)

Deadline for teachers to give candidates marks: Wednesday 24th April

Deadline for candidates to request a review of marks: Wednesday 1st May

Please note: the deadlines vary due to different exam boards and, within the same exam board the deadlines for subjects also differ.

Author	Nicola Griffiths
Role	Deputy Head
Date Written	December 2017
Date updated	November 2018
Reviewed By	NGR
Review Date	15/11/2018