



## **Candidate Information for Internally Assessed Coursework/Controlled Assessment Appeal**

Grace Academy is committed to ensure that its staff mark candidates work fairly, consistently and in accordance with the awarding body's specification. As such candidates' work is marked by staff who have appropriate knowledge, understanding and skill and have been trained in the activity. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure the consistency of marking.

Grace Academy internally assessed coursework procedure is intended to help you if you feel that an assessment decision awarded to you is unfair. This procedure only applies to GCSE controlled assessment and GCE coursework marks. The procedure that follows sets out the steps that you should follow in the event of a problem and indicates the timescale within which you should act. It is in your best interest to raise your concerns as soon as possible.

**Stage One:** If you disagree with the assessment mark awarded to you, you should discuss the issue with the teacher or assessor as soon as possible (within two days) in an attempt to resolve any issues. You will be informed of the marks awarded for work which is to be submitted for GCSE/GCE Controlled assessment or coursework in adequate time.

**Stage Two:** Following stage one if you still dispute or are concerned about the mark awarded then you have the opportunity to request materials to assist in making a decision to request a review of the original marking. Any request for materials should be made in writing to the principal who will arrange for these materials to be supplied within two working days.

**Stage Three:** Following a review of the materials provided you may decide that you would like to request a review of the original marking that has taken place. At this point the Coursework/Controlled Assessment appeal becomes more formal and you must put the review request in writing to the principal, explaining in detail why you disagree with the marking to allow us to process the appeal.

**Stage Four:** On receipt of the review request a review of the original marking will be undertaken by an assessor with appropriate competence who has had no previous involvement in the assessment of the candidate. Grace Academy will inform you of the outcome of the review in writing before the awarding body's deadline.

### **Note:**

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 **Grace Academy Solihull** and is not covered by this procedure.