



CARDINAL NEWMAN  
CATHOLIC SCHOOL

2018/19

Date of next review:  
*September 2019*

**Student Examination  
Internal and  
External Assessment  
Policy**

# **STUDENT EXAMINATION INTERNAL & EXTERNAL ASSESSMENT POLICY**

**Cardinal Newman Catholic School and Newman College, Hove**

**Centre Number - 56810**

**Member of staff responsible: Principal/ Head of Centre**

Cardinal Newman Catholic School and Newman College are committed to ensuring that where staff assess students' work for external qualification; this is done consistently and in accordance with the specification for a specific subject.

The Policy on Appeals is in two parts:

- Policy on Internal Assessments for External Qualifications
- Policy on External Assessments for External Qualifications (Enquiries about Results)

The policy is designed to promote quality, consistency, accuracy and fairness in assessment and thus, awarding. In all cases the final awarding decisions are taken by the Awarding Bodies. As such all assessment will be conducted by staff who have relevant knowledge and understanding, and who have been trained in the process.

## **Policy on Internal Assessment for External Qualifications**

The policy applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgements themselves.

**The school** is committed to ensuring that:

- Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skills and who have been trained in this area.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned.
- The consistency of internal assessment will be maintained by internal moderation and standardisation.
- All student work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.

## **Note to students**

- If a student has any concerns about the procedures used in assessing their internally assessed work for public exams i.e. controlled assessment/coursework/portfolios, they should discuss the matter with the Subject Leader immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used by the student concerned.
- The regulations for GCE Coursework Assignments and GCSE Controlled Assessments state that:  
"The work you submit for assessment must be your own"

“You must not copy from someone else or allow another candidate to copy from you”

“If you copy the words or ideas of others and don’t show your sources in references and a bibliography, this will be considered as cheating or malpractice”

- Teachers have the right to reject a student’s work on the grounds of malpractice if any of the above regulations are broken.
- The student, parent or carer of a student has the right to appeal against any decisions to reject to a candidate’s internally assessed work on the grounds of malpractice.

### **Commitment**

- This policy is available on the school website and the process will be made available to all students requesting a copy by application to the Examinations Office.
- The policy will be regularly reviewed by the Examination Officers, the Senior Leadership Team and school Governors.
- The Examinations Office, under the direction of the Head of Centre, will manage the appeals process.
- The Examinations Office will record all appeals and the subsequent decisions.
- Appeals must be made in writing to the Examinations Office.
- A copy of the appeal and the decision will be sent to the candidate within 5 working days of the final decision.
- The school via the Examinations Office will inform the Awarding Body of any outcome from an appeal which has implications for the conduct of the examination or the issue of results at the school.
- Full details of any appeal will be made available to the Awarding Body on request.
- Appeals will be dealt with before the date of the last externally assessed paper of the series.

### **Procedure**

- Appeals must be made in writing to the Examinations Office.
- All supporting evidence should be included with the appeals notice.
- Appeals must be made at least two weeks before the date of the last externally assessed paper of the series.
- The enquiry into the internal process will be considered by an appeals panel of at least three (3) people; at least one of whom has not been involved in the internal assessment.
- The candidate making the appeal should be accompanied by a parent/carers or friend at the time of the hearing.
- If a candidate intends to use any written materials at the hearing, copies are to be provided to the Examinations Officer seven (7) days prior to the hearing. This material will be distributed to the appeals panel in advance of the hearing.

## **Policy on External Assessments for External Qualifications - [Enquiries about Results - EARs]**

*Any student who wants to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure:*

- Contact the Examinations Office staff as soon as possible [but at least 10 working days before the published Awarding Body deadline for EARs] in person to discuss the mark/grade. The Examinations Office staff will advise on the options available to query the mark/grade and the costs involved.
- Students should be aware that EARs can result in marks/grades being raised, confirmed or lowered.
- All students will be asked to sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Office staff.
- Students should consult their subject teacher to review their marks/grades and discuss with the Subject Leader the appropriate action, taking into account the breakdown of marks, the grade boundaries and the student's predicted grades before signing the consent form and returning it to the Examinations Office.
- If the Department agrees to pay for the EAR the Subject Leader must sign the consent form to that effect. If the Department does not agree to pay for the EAR the student must ask their parents/carers to sign the consent form in order for the cost to be met. The consent form should be given to the Examinations Office staff before the published deadline for EARs.
- If the EAR is successful the fee will be reimbursed to parents/carers.
- Outcomes following EARs will be forwarded by the Examinations Officer to the student as soon as they have been received from the Awarding Bodies.

### **Roles and Responsibilities**

These are described within the procedures.

### **Dissemination**

This policy is shared with staff and parents and carers through the Cardinal Newman Catholic School website ([www.cncs.co.uk](http://www.cncs.co.uk)).

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