



Enquiries and Appeals against Internal Assessment for External Qualifications

Cardinal Newman College is committed to ensuring that whenever subject teachers assess students' work for external qualifications it is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments will be conducted by subject teachers who have appropriate knowledge, understanding and skills, and who also have the qualified experience to administer this task. Students' work should be produced and authenticated in accordance with the requirements of the awarding body. Where a set of work is divided between staff, consistency will be assured by internal moderation and standardisation.

Appeals against Internal Assessment

If a student believes that the assessment process has not been conducted in accordance with the above guidelines they should follow the appeals procedure.

Appeals Procedure:

1. An appeal must be made in writing, using the Enquiries and Appeals form, to the College's Examinations Officer within 5 working days of a mark being issued.
2. The enquiry into the internal marking process will be led by either the Examinations Officer or a Senior member of staff.
3. The enquiry will investigate whether the procedures used for the internal assessment were in accordance with the published requirements of the Awarding Body and the Examination Code of Practice and marking is of the correct standard.
4. During the appeal process marks may be increased, decreased or remain the same. The outcome of the appeal will determine the mark which is sent to the exam board. A second appeal cannot be made on the same piece of work.
5. All parties will be informed in writing of the outcome of the appeal.
6. A written record of the appeal will be kept on file for future record. If the appeal should highlight any significant irregularity, the Awarding Body will be notified.

When coursework or controlled assessment units are internally assessed and marked, the centre marks are sent to the Awarding Body who allocates their own moderator. This process is to ensure consistency of marking between all centres. Marks can change when moderated externally; this is beyond the control of Cardinal Newman College and is outside the scope of this procedure.

If you require any further information, please contact the Exams Office.