POLICY FOR INTERNAL ASSESSMENTS IN EXTERNAL QUALIFICATIONS
(Senior School)

Many GCSE, IGCSE and A Level courses include some elements of work, which are assessed through coursework, project work, controlled assessments or non-examination assessments. These units of work may be assessed in two ways:

- **INTERNALLY -** by the subject teacher and department, i.e. centre assessed work.

- **EXTERNALLY -** by a moderator appointed by the awarding body. In this case, the subject teacher will play no part in assessing the work.

Internal Assessment

QEH is committed to ensuring that whenever its teachers mark/assess the work of candidates for external qualifications, this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents for the qualification concerned.

Candidates' work will be marked by teachers who have appropriate knowledge, understanding and skill, and who have been trained in this activity. QEH 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.

Candidates (and indirectly parents) will be given a clear indication of their performance in these internal assessments before coursework/assessment marks are submitted to the exam board. Candidates will be reminded that this indicator of performance is not a final mark, nor a predictor of a final grade.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Appeal of procedures

If a candidate feels that these procedures have not been carried out in relation to his/her work, the candidate should first discuss the matter with the Head of Department. If the problem cannot be resolved in this way, the candidate may use the formal appeal procedure described below. Appeals may be made only against the procedures that led to the assessment and not against the mark or grade.

QEH 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.

QEH will, having received a request for copies of materials, promptly make them available to the candidate. QEH will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.

Appeal Process

1. The parent or guardian of the candidate, but not the candidate acting alone, must write to the Head. The application must be made as soon as the circumstances become known and always before the date of the first written paper of the examination series. Requests after this deadline will not be accepted.

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2. The Head will ask a senior member of staff and another experienced member of the teaching staff, not directly involved in the assessment in question, to conduct the appeal.

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3. The teachers who conduct the appeal will ensure that the candidate's mark is consistent with the standard set by the centre and decide whether the procedures used for the internal assessment conformed to the requirements of the awarding body and JCQ.

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4. The outcome of the appeal will be reported in writing to the candidate via the parents or guardian of the candidate before the last written paper of the examination series. Any changes made to the assessment of the work, any changes made to improve the School's application of the procedures, and any correspondence with the awarding body will also be reported.

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5. The outcome of the appeal will be logged as a complaint under the School's complaints procedure. The School will notify the awarding body of any outcome of the appeal that has implications for the conduct of the examination or the issue of results. A written record of the appeal will be kept and must be made available to the awarding body at their request.

Notes

1. Appeals against the marking of externally-assessed examination components are dealt with after the publication of results according to procedures published by the awarding bodies. (see QEH *External Examinations Policy* – Enquiries about Results)

2. More information about the awarding bodies' procedures may be obtained from the School's Examinations Officer.

Malpractice

Candidate malpractice:

The Head will report to the appropriate awarding body at the earliest opportunity all suspicions or actual incidents of malpractice. If the irregularity is discovered prior to the candidate signing the declaration of authentication form any alleged malpractice will be investigated internally and the outcome will be recorded on the authentication form supplied by the awarding body. If the irregularity is identified after the candidate has signed the declaration of authentication, the Head will submit full details of the case to the relevant awarding body at the earliest opportunity.

The Head will supervise all investigations resulting from an allegation of malpractice and ensure that if it is necessary to delegate an investigation to a member of staff, the member of staff chosen is independent, and not connected to the department involved in the suspected malpractice.

Teacher malpractice:

The school will carry out an investigation where it is suspected that a teacher has helped a candidate with their coursework or controlled assessment beyond the guidelines contained within each specification.

Where there is malpractice it will be dealt with under the disciplinary policy of the school and the awarding body will be informed.

For full details of Examinations Malpractice – see QEH *Examinations Malpractice Policy*.

REVIEW:

Date policy updated	February 2026
Date policy to be reviewed by	February 2027 or earlier if required
Policy Owner	Exams Officer