

**Island Innovation Centres Internal Appeals Policy**  
**CARISBROOKE COLLEGE/MEDINA COLLEGE/IITVI FORM CAMPUS**



**APPEALS AGAINST INTERNAL ASSESSMENT OF WORK/MANAGEMENT OF CONTROLLED ASSESSMENTS FOR EXTERNAL QUALIFICATIONS**

Island Innovation Centres are committed to ensuring that

- the internal assessment of work towards an external qualification is undertaken fairly, consistently and in accordance with the qualification specification, consistency being assured by internal moderation and standardisation
- staff undertaking internal assessments or managing controlled assessments will have appropriate knowledge, understanding and skills, and will have been trained in this activity
- students' work is produced and authenticated according to the requirements of the examining board
- students have every opportunity, within the exam boards' deadlines and regulations, to achieve their best work
- students will be 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.
- students will be provided with a clear deadline within which to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing.

This procedure is available from the Exams Officers, based at Medina and Carisbrooke Colleges, and is available on the College websites.

- Candidates will be informed 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.
- Having received a request for copies of materials, they will be promptly made available to the candidate.
- Candidates will have sufficient time in order to allow them to review copies of materials and reach a decision.
- A clear deadline for candidates to submit a request for a review of the centre's marking will be notified to all candidates. Requests will not be accepted after this deadline. Requests must be made in writing.
- Sufficient time will be allocated 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.
- The review of marking will be 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.
- The reviewer will be instructed to ensure that the candidate's mark is consistent with the standard set by the centre.
- The candidate will be informed in writing of the outcome of the review of the centre's marking.
- The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

After work has been assessed internally it is moderated by the awarding body (examinations board) to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. This is outside the control of the Colleges and is not covered by this procedure. Students having concerns about this should ask the examinations officer for a copy of the appeals procedure of the relevant examinations board.

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