

Student Examination Internal/External Assessment Policy

Ratification Date: 20/07/21

Signed: AJHawkins

Review Date: 20/07/23

Date of next review: July 2024

Version Control

Version	Date	Changes
V1	20/07/22	Original policy
V1.1	21/07/23	<p>Policy reformatted; roles of Examinations Officer clarified; grammar and punctuation changes; following removed re RoR If the Department agrees to pay for the RoR the Subject Leader must sign the consent form to that effect. If the Department does not agree to pay for the RoR 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 RoRs.</p> <ul style="list-style-type: none"> • If the RoR is successful the fee will be reimbursed to parents/carers.

Review

This policy is reviewed annually to ensure compliance with current regulations. Approved and reviewed by The Board of Directors.

Key staff involved in Examinations process:

Andrew Hawkins (Examinations Officer)

Dave Smith (CEO)



1 INTRODUCTION

Member of staff responsible: CEO (Examinations Officer)

Liminal Education LTD 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.

2.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.

Liminal Education 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, GCSE Controlled Assessments and Functional Skills 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.

3. COMMITMENT

- The policy will be regularly reviewed by the Examination Officer, the Senior Leadership Team and Board of Directors.
 - The Examinations Officer, will manage the appeals process.
 - The Examinations Officer will record all appeals and the subsequent decisions.
 - Appeals must be made in writing to the Examinations Officer.
 - A copy of the appeal and the decision will be sent to the candidate within 5 working days of the final decision.
 - Liminal Education, via the Examinations Officer, 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.
 - 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
- 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.

4. POLICY ON EXTERNAL ASSESSMENTS FOR EXTERNAL QUALIFICATIONS – (REVIEW OF RESULTS – RORs)

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 Officer as soon as possible (but at least 10 working days before the published Awarding Body deadline for RoRs) 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 RoRs 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 a RoR. Consent forms will be issued by the Examinations Officer.



- Students should consult their subject teacher to review their marks/grades and discuss with them the appropriate action, considering the breakdown of marks, the grade boundaries and the student's predicted grades before signing the consent form and returning it to the Examinations Officer.
- Outcomes following RoRs will be forwarded by the Examinations Officer to the student as soon as they have been received from the Awarding Bodies.