



LARNE HIGH SCHOOL

EXMAINTION APPEALS

- **AGAINST INTERNAL ASSESSMENT OF WORK FOR EXTERNAL QUALIFICATIONS**
- **AGAINST ALLEGATIONS OF MALPRACTICE**

Date: September 2024

Appeals against internal assessment of work for external qualifications:

Larne High School is committed to ensuring that whenever the staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the examination board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a student feels that this may not have happened in relation to his/her work, s/he may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade. *This means that there is no need to issue internal assessment marks before external moderation.*

1. Appeals should be made as soon as possible and must be made at least two weeks before the end of the last externally assessed paper in the examinations series. (So the appeal must be made before a date in mid-June for the summer series as presently timetabled.)
2. Appeals should be made in writing to the Principal who may delegate investigation to the examinations officer or some other reasonably senior post holder who will investigate the appeal. The Principal will appoint member of staff of to conduct the investigation who has had no involvement in the original assessment of the work in question. If necessary the Principal may ask a suitably qualified colleague from another school to review work in question.
3. The examinations officer, or other appropriate member of staff, will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and the examinations code of practice of JCQ. This will be done before the end of the series. (Currently the end of June for the summer series).
4. The complainant will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of the work, and any changes made to improve matters in future.
5. The outcome of the appeal will be made known to the Principal. A written record of the appeal will be kept securely in the pupil's file and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

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. That is outside the control of Larne High School

and is not covered by this procedure. If you have concerns, please ask the examinations officer for a copy of the appeals procedure of the relevant examinations board.

APPEALS AGAINST ALLEGATIONS OF MALPRACTICE:

Examination candidates who have been found to have committed malpractice, including:

- Plagiarism: the copying and passing off as the candidate's own work, the whole or part of another person's work
- Collusion: working collaboratively with other learners to produce work that is submitted as the candidate's only
- Failing to abide by the instructions of an assessor – This may refer to the use of resources which the candidate has been specifically told not to use
- The alteration of any results document
- Possession of a mobile phone or other prohibited device in the examination setting

may stand to lose some or all of the marks available for the qualification in question.

Candidates may present to the Principal in his capacity as Head of Centre a verbal or written submission either to refute the allegation or to offer mitigation. The Principal will make a judgement based on the evidence to hand and will make the awarding body aware of any mitigating factors which may impact the outcome of the awarding bodies consideration of the evidence of malpractice.

Review Date: 1.12.2026