



Policy No: 9. Examinations, Internal Assessment, Appeals and Malpractice Policy

Coordinator	Executive Operations Manager
Review Frequency	Annually
Policy First Issued	2014
Last Reviewed	Autumn Term 2018
Date policy considered by External HR Consultant	N/A
Date policy considered by External Solicitor	N/A
Agreed by Governors and adopted on	
Does this policy need to be agreed by Governors? If yes, which committee	Yes, Board of Governors
Due for Review	Autumn Term 2019
This policy is communicated by the following means:	
Governors	Governor consultation by email when policy reviewed and agreement
Staff	Policy folders on staff shared drive and inhouse training
Parents	Academy website, Parent Evenings
Students	Academy website, assemblies, in lessons

Examinations, Internal Assessment, Appeals and Malpractice Policy

Internal Assessment Procedure – Appeals

Any student having concerns about marking of internal assessments relating to coursework should be discussed at the earliest opportunity with the relevant member of the teaching staff. Any further concerns should be raised with the relevant Head of Department. Most problems should be resolved at this stage.

If a concern has not been addressed fully through informal discussion a student may request for the marking to be formally investigated through an Appeal. The procedure will be supervised by the Director (Curriculum and Standards). Information on how to appeal will be available from the exams office or the Director (Curriculum and Standards). The Principal will be made aware of the details of all appeals in progress, and advised of their outcome.

Any appeal will be considered by at least three members of three members of the UTC@harbourside staff: one of which will be your form tutor, one the Director (Curriculum and Standards) and a third member who will be nominated by the Principal. A student may be supported in the presentation of their case by a parent, guardian, or friend.

A written record of all Appeals will be held in the Examinations Office. This will include a record of the outcome, including the reasons for that outcome. A copy will be sent to the student. All Appeals will include a review of the procedure used at UTC@harbourside to award marks for internal assessments to ensure that this complies with the requirements of the Awarding Body, and the published Code of Practice.

UTC@harbourside will inform the Awarding Body of the outcome of any Appeal which has implications for the conduct of examinations or the issue of results at UTC@harbourside and full details of any Appeal will be made available to the Awarding Body on request.

Internal Assessment Procedure – Malpractice & Plagiarism

In the event of a case of suspected malpractice, or plagiarism being suspected the relevant student will be interviewed by a relevant subject teacher/subject leader. The student will have the opportunity to explain how the work was completed.

If UTC@harbourside decides that a malpractice, or plagiarism has taken place, that relevant piece of work will be void and cannot be submitted. At this stage the student and the student's parents will be informed in writing that the work has not been submitted appropriately and that this is in breach of school and awarding body procedures.

If the student accepts that they have committed a malpractice, or plagiarism then they will be given a chance to re-do the work in question. If they choose to re-do the work, it will be marked by the relevant subject teacher/subject leader when it is submitted. If it is considered to be appropriate, then the new mark will be submitted to the Awarding Body.

If the work is still considered not appropriate, then it will be forwarded to the exams officer (quality nominee for BTEC work) who will check the work again and confirm their findings with the student. If it is considered satisfactory then the new mark will be submitted to the Awarding Body, if not then the Awarding Body will be informed in accordance with JCQ regulations.

If the student chooses not to re-do the work, then a mark of zero will be awarded for the work and the Awarding Body will be informed in accordance with JCQ regulations. If the student disagrees with this decision they are entitled to make an appeal using the above appeals procedure.

Where an examination has been completed on computer, computers will use examination log ins that are allocated to specific students. These will be isolated from the internet and have activity tracked for analysis in the event of investigation. The school retains the right to inspect this information at any time.

Appeals process for clerical recheck of internal examinations.

In line with JCQ appeals processes, when examinations occur internally there is an appeals process which can be activated by student or parents to provide a remark service. In most circumstances this formal process would not be activated as internal examinations are reviewed in class and any marking checks are made, discussed and updated at that stage by the classroom teacher. This process picks up after that point if there is still concern.

The parent, carer or student should write to the Assistant Principal Curriculum outcomes (or the principal if the subject is led by the APCO) requesting a remark of specific examinations. This task should be allocated by the Assistant Principal to a relevant member of staff (Ideally a different marker to the first line marking, although the college recognises this is not always possible). The original mark scheme should be applied to ensure consistency. All outcomes should be reported back the ACPO for communications with Parents. Carer or student. Where concern remains a face to face meeting should be organised between the Parent/Carer, Student and ACPO to discuss any further steps that can be taken.

Review

This policy will be reviewed annually