

The Castle School Coursework Procedure Including Controlled Assessments

1. Coursework is defined as any piece of written or practical work which is marked by The Castle School or an external examiner and which contributes to a GCSE, GCE or vocational qualification.
2. Students must read and understand fully the Notice to Candidates from the Joint Council for Qualifications (JCQ) about Coursework Regulations..
3. Irregularities in coursework discovered prior to the student signing a declaration of authentication will not be reported to the Examination Board but dealt with as an internal disciplinary matter. The work will not gain any credit.
4. An irregularity in coursework discovered after the signing of the declaration of authentication by the student may be reported to the Examination Board which may lead to a range of outcomes, including disqualification from the subject.
5. Coursework must be handed in by the agreed published deadline.
6. All students are given sufficient time to complete the work.
7. Students are given clear instructions as to the time and place for handing in the work.
8. Students are advised to retain an electronic copy of all work submitted.
9. The work must be handed in by the student to the designated teacher. If the student is absent from school on the deadline day, it is still their responsibility to ensure the work is handed in on time by someone else on their behalf. Using a 'friend' to hand it in is not recommended.
10. If it is impossible to deliver the work to school, the Head of Faculty must be contacted by phone on the deadline day for advice.
11. If the coursework has not been completed by the deadline, the incomplete work must be handed in on the deadline day to receive a mark. There will not usually be any further opportunity to complete this work for an improved mark.
12. Normally there will be no extension of a coursework deadline if a student is absent for a day or two during the period that the coursework is being completed.
13. If there are any special circumstances, eg, a prolonged absence, there is a possibility of an extension but this must be negotiated with the Head of Faculty.

The Castle School Appeals Procedure for Centre Assessed Marks

The grounds for appeal relate only to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and do not apply to the judgments themselves.

If a student is unhappy with a mark awarded from an internal assessment, they should initially contact their subject teacher in person to discuss their concerns. This discussion does not form part of the appeals procedure. Should a satisfactory outcome not be achieved from this discussion, then the following procedure should be followed:

1. An appeal must be made in writing to the Examinations Officer by 15 April of the year that the coursework was assessed. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer/friend.
2. The Headteacher will nominate a senior member of staff to lead the enquiry provided that he has played no part in the original assessment process. An experienced Head of Department or School Governor to act as an independent member will also be on the panel.

3. The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness, and that the procedures have been properly followed as required by the relevant Awarding Body. The enquiry will be completed by the end of June of the examination series.
4. The panel's findings will be formally reported back to the candidate/parent/carer at the beginning of July.

Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the Examinations Board if required.

The Castle School Appeals Procedure for Externally Assessed Marks

Students must understand that any appeal can result in marks being raised, confirmed or lowered. Any change in mark/grade will then stand.

Following release of marks from the Examination Boards, any student who is unhappy with a mark awarded should follow the following procedure.

1. The student should contact their subject teacher or Head of Faculty in person to discuss their concerns within 1 week of the results release date for modules, and by 7th September for August results.
2. The Faculty will review the mark, taking into account the break down of marks and grade boundaries. The best way forward will then be determined.
3. The student may request a remark, but a fee will be payable. This fee varies between Examination Boards and subjects, details will be provided on request. In certain circumstances (eg where school identifies a wide spread issue with marks / grades), then the school may request a remark on behalf of the students involved, in this case no fee is payable by the student.
4. The student will be required to sign a form to confirm that they understand that their mark can go down, up, or remain unchanged. Should the appeal results in the grade being increased, any fee paid will be refunded.
5. On receipt from the Examination Board, the outcome of the appeal will be communicated to the student in writing by the Exams Officer.