

The Grey Coat Hospital Coursework Policy

1. The school undertakes to ensure that class teachers mark all coursework set by the exam boards in line with the published marking grids. Heads of Department will make sure that new colleagues are adequately trained, either in house or by attending exam board courses, and also check that the most recent marking grid is being used.
2. During the course and/or at the end of the Spring Term internal moderation will take place to establish that marking has been consistent across a subject before marks are sent to the examination boards and external moderators. All samples of coursework requested by moderators will be sent out at the appropriate time. When marks are altered by the moderator, the Head of Department will approach the exam board if the changes are thought to be unfair.
3. In cases where the candidate or her/his carer believes that the procedures outlined above have not been followed either the candidate or the carer should send a written appeal stating the details of the complaint and the reasons for the appeal to the Senior Teacher responsible for managing appeals Ms Lecky by 1st June for summer exams and 10th January for January exams. As is the case with the exam boards themselves, only the failure to follow the procedures outlined can provide grounds for an appeal. The mark or marks cannot be challenged, if the correct procedures have been followed. The written appeal will be shown to the teacher concerned who will make a written reply, a copy of which will be sent to the candidate. The teacher should seek advice from a Head of Department or union representative if necessary.
4. If the candidate is not happy with the written reply she/he may request a personal hearing in front of a Senior Teacher (not previously involved in the case) and a school governor. The candidate will be given at least one week's notice of the hearing and be able to bring one carer or friend. He/she will also be able to see the marks given and assessments made. The candidate and the teacher will have the opportunity to hear each other's cases.
5. If it is found that the correct procedures have not been followed, the coursework will be re-marked by the Head of Department or another suitable teacher and any new marks will be given to the exams officer for transmission to the exam board.
6. A written record will be made of the appeal. This will include the outcome of the appeal and the reasons for this outcome. A copy of this record will be kept in the exams office.