

ACADEMY OF MUSIC & SOUND

AMS Internal Assessment Appeals Policy

This policy is for GCSE re-takes, RSL Music Qualifications and Continual Personal Development (CPD) courses including Pearson's Award in Education and Training, Assessor's Award and IQA Award. For HNC/HND see separate policy.

Introduction

The Academy of Music and Sound is committed to ensuring that whenever its staff mark candidates' assessment and coursework this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. The Academy of Music and Sound is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

N.B: an appeal may only be made against the assessment process and not against the mark submitted to the awarding body.

- Appeals should be made as early as possible:
 - for GCSE - no later than two weeks after the last timetabled examination in the series (e.g. the last GCSE written paper in the June GCSE examination series).
 - for RSL and CPD courses two weeks after final feedback for that units has been given.
- Appeals **must** be made in writing by the candidate or the candidate's parent/carer to the examinations officer Mel Baxter (mel.baxter@academyofmusic.ac.uk) or the AMS Course Coordinator
- The Principal will appoint a senior member of staff, i.e. Vice Principle or Centre Manager to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
- The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific associated documents.

- The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.
- The outcome of the appeal will be made known to the Principal and will be logged as a complaint.
- A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of The Academy of Music and Sound and is not covered by this procedure.

Grounds of Appeal could include:

- The assessment was unfair (e.g. biased so that some students were more likely to achieve than others)
- Reasonable adjustments for disability were not made appropriately
- Some students were given an inappropriate level of help by the assessor/teacher to pass
- The assessment environment was unsuitable (the room was too cold, the equipment didn't work etc)

They cannot appeal to the Academy of Music and Sound:

- They want to appeal an assessment decision (i.e. they disagree with the assessor's and internal verifier's judgment on the quality of their submission)

Stages of Internal Assessment Appeals

- The candidates can appeal in writing to the Exams Officer or Course Coordinator.
- The appeal must be done within 14 days of the exam or feedback being given.
- The appeal will be logged and investigated. The results of the investigation will be given to the candidate in writing within 21 days from receipt of the appeals request.

Note that the candidates and/or their parents/carers are not entitled to appeal directly to the awarding body. Representations must be made to the examinations officer or the AMS Course Coordinator. It will then be AMS's decision as to whether to proceed with an appeal is subject to the centre's internal appeals arrangements.

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Agreed by: Mel Baxter, Steve Ryan