Malpractice

In order to preserve the integrity of the assessment process it is essential that all work done is the students’ own work using only practical activities, experiments, information, data, research and evidence gathered from acceptable sources as directed by the course requirements. Unless collaboration is required then work should be produced individually. If a collaborative process is required then the subsequent account, records or other written work should be individually produced.

Students will have an authentication statement in their folders which they will sign to confirm that the work is their own.

In the event that it is thought that any form of malpractice has occurred then the Examinations Officer must be notified in writing. The Examinations Officer or appropriate member of SLT will investigate the situation and decide on the action to be taken, possibly in consultation with Edexcel.

Appeals Against Internal Assessment of Work

Hayes School is committed to ensuring that whenever members of its staff assess students’ work for external qualifications it is done fairly, consistently and in accordance with the requirements of the specification of the course. Assessment 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 Edexcel’s requirements. If 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 then he/she 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.

The existence of this procedure is made known to students by being placed in the front of their files/folders. It is also available on the school website.

1. Appeals should be made as soon as possible but must be made at least two weeks before the marks are submitted to Edexcel, ie no later than 15th June.
2. Appeals must be made in writing to the Examinations Officer, who will investigate the appeal.
3. The Examinations Officer or an appropriate member of SLT will consider whether the process used for the internal assessment is in accordance with the requirements of the course and the Code of Practice of JCQ. This will be done before marks are submitted.
4. The student will be informed, in writing, of the result of the appeal, including any correspondence with Edexcel and any changes made to the assessment of their work.
5. The outcome of the appeal will be made known to the Headteacher, and it will be logged as a complaint under the school’s complaints procedure. A written record will be kept and made available to Edexcel at their request. Should the appeal bring any significant irregularity to light Edexcel will be informed.

If work is requested by the Standards Verifier and the marks awarded are changed this is outside the control of Hayes School and is not covered by this procedure.