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INTERNAL APPEALS PROCEDURE FOR INTERNAL ASSESSMENT (COMPOSITION) INFORMATION FOR PARENTS AND STUDENTS 2024

The Ulster College of Music is committed to ensuring that whenever its staff mark candidates' work 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 Ulster College of Music is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body.

1. The Ulster College of Music will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. The Ulster College of Music will inform candidates that they may request copies of materials (copies of the marked assessment materials and the mark scheme or assessment criteria) to assist them in considering whether to request a review of the centre's marking of the assessment.
3. The Ulster College of Music will, having received a request for materials, promptly make them available to the candidate. This will either be the originals viewed under supervised conditions or copies.
4. The Ulster College of Music will provide candidates with sufficient time, normally at least one working day, to allow them to review copies of materials and reach a decision.
5. The Ulster College of Music will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing and candidates must explain on what grounds they wish to request a review. The administration charge for reviews is £5.
6. The Ulster College of Music will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline for the submission of marks.

7. The Ulster College of Music will ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review.
8. The Ulster College of Music will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The outcome of the review of the centre's marking will be made known to the Head of Centre, who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body. A written record of the review will be kept and made available to the awarding body upon request.
10. The Ulster College of Music will inform the candidate in writing of the outcome of the review of the centre's marking.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that the centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Please note that the reviewer will NOT be asked to rule on the level of help that a tutor has given to a student for the completion of a piece of work, nor the quality of teaching, since the review will focus on the quality of work submitted. This is not grounds for appeal.

STUDENT APPEAL APPLICATION FORM

Student Name: _____

Subject: _____

Level:

GCSE _____

AS _____

A2 _____

Assessing tutor: _____

Description of coursework/controlled assessment: _____

Assessed mark by tutor: _____ **out of** _____

Why are you appealing this mark?

Signed: _____ **candidate**

Signed: _____ **parent**

Dated: _____

Office use only

Date appeal received: _____

Reviewed by: _____

Outcome dated: _____