

14th February 2019



Hollygirt
SCHOOL

To: Parents of Year 11 Pupils

Dear Parents

Coursework Marks

I write to inform you that for those students studying IGCSE English Language, IGCSE English Literature, and/or GCSE(s) in: Art, Food and Nutrition and Music, we are obliged to publish each student's internally assessed marks, and permit each student the internal right to appeal. This would involve a review of the student's mark, either by "a member of staff with appropriate competence who has had no previous involvement in the initial assessment and has no personal interest in the review" or an external assessor "with appropriate competence" from another centre.

Hollygirt School fully complies with this examination regulation. All of our internally assessed work is already standardised and moderated within our departments and then subject to external moderation as part of the standard examinations process. We have every confidence that our processes are robust and that all internally assessed work is marked in line with the mark schemes of the relevant syllabus for each exam board.

Clearly, we want the very best for every Hollygirt student; we believe that students are graded appropriately, subject to the specifications of the examination and would counsel that any appeals in relation to internally assessed work can see marks go down, stay the same or go up. Coursework is still subject to external moderation, meaning that an internal review might see a grade raised, only to be marked down as a result of external moderation. Thus, the chance of a mark being significantly altered is, in our view, extremely unlikely.

I attach the procedure to be followed in the event that a student wishes to make an appeal based on their internally assessed mark.

Students will receive their marks for the internally assessed components of their course before the work is externally moderated and there will be a brief window in which students can appeal. We do not anticipate there being many appeals; the departments concerned adhere to existing examination board practices and are rigorous in applying best practice. In the unlikely event of a student wishing to appeal, the timetable is provided in the attached Appeals Procedure.

If you have any further concerns regarding this issue, please do not hesitate to contact the school.

Yours sincerely

Mrs Hutley
Headmistress

Enc - Appeals Procedure