



## INTERNAL APPEALS AND VERIFICATION POLICY FOR SWIM ENGLAND QUALIFICATIONS

### 1. Policy on Internal Assessment for Swim England Qualifications (SEQ)

Prince Henry's is committed to ensuring that:

- Internal assessments and verification are conducted by members of the Centre staff who have the appropriate knowledge, understanding and skills and who have been trained in this area.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the Swim England Qualifications Awarding Body.
- The consistency of internal assessment will be maintained by internal verification and standardisation
- All student work being assessed by Centre staff for external qualifications is carried out fairly, consistently, and in accordance with the rules and Regulations of the specification relating to the Swim England qualification.

#### Note to students

If a student has any concerns about the procedures used in assessing their internally assessed work for Swim England Qualifications should discuss the matter with the Course Tutor immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used by the student concerned.

The regulations for Coursework Assignments and Controlled Assessments state that:

- The work you submit for assessment must be your own
- You must not copy from someone else or allow another candidate to copy from you
- If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered cheating or malpractice

Teachers have the right to reject a student's work on the grounds of malpractice if any of the above regulations have been broken.

The student has the right to appeal against any decisions to reject a candidate's internally assessed work on the grounds of malpractice.



## Written Appeals Procedure

The student wishing to appeal against the procedure used in internal assessment should write to the Examinations Officer (Mr M Stone) as soon as the matter arises. The deadline for the receipt of appeal applications to reach the Exams Office 5 days after the course. Internal appeals will be considered and resolved within 20 days of the end of the course.

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer and the Executive Officer: Site and Facilities. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Swim England Qualifications Awarding Body. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

The outcome of the appeal will be reported in writing to the student (including relevant correspondence with the Swim England Qualifications Awarding Body) within two months of the original course.

A written record of the appeal and the outcome will be kept on file as the Centre and the Swim England Qualifications Awarding Body will be informed of any amendments.

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 Prince Henry's Grammar School and is not covered by this procedure.

## 2. Policy on External Assessments for External qualifications – Enquiries about results (ears)

Any student who wants to query a mark/grade awarded by the Swim England Qualifications Awarding Body upon issue of results should follow the procedures as laid out in the Enquiries and Appeals Policy on the Swim England Qualifications website.

Revised July 2019