



THE ROYAL BALLET SCHOOL

The Royal Ballet School Policy on Internal Assessments for Qualifications at GCE

In accordance with 'The Code of Practice for the Conduct of External Qualifications' produced by the Qualifications and Curriculum Authority (QCA), the Royal Ballet School is committed to ensuring that:

- Internal Assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant Specifications for each subject
- The consistency of internal assessments is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and/or assessment attend any compulsory training sessions

Coursework procedure at the Royal Ballet School

1. Coursework is defined as any piece of written or practical work which is marked by the school and which contributes to a GCE award
2. Students must read and understand fully the **Notice to Candidates** from the Joint Council for Qualifications about coursework regulations (attached)
3. Irregularities in coursework discovered prior to the student signing a declaration of authentication will not be reported to the awarding body but dealt with as an internal disciplinary matter. The work will not gain any credit.
4. Any irregularity in coursework discovered after the signing of the declaration of authentication by the student will be reported to the awarding body which may lead to disqualification from the subject.
5. Coursework must be handed in by the agreed published departmental deadline. Students will be informed of all such deadlines at the beginning of the academic year.
6. All students are given the same and sufficient time to complete the work; however, extra time allowances will be given to students on the School SEN Register.
7. Students are given clear instructions as to the time and place for handing in the work.
8. The work must be handed in by the student to the designated teacher.
9. If the coursework has not been completed by the deadline, the incomplete work must be handed in on the deadline to receive a mark. There will be no further opportunity to complete this work for an improved mark.
10. If there are any special circumstances, e.g. a prolonged absence covered by a medical certificate, there is a possibility of an extension but this must be negotiated with the Head of Department



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Internal Assessment Appeals Procedure

Appeals may be made to the School regarding the **procedures** used in internal assessments but **not the actual marks or grades** submitted by the School for moderation to the Awarding Body. Coursework marks remain confidential prior to moderation.

Where students or parents wish to make an appeal against marks awarded for coursework, each Awarding Body publishes procedures for such appeals, and the Examinations Officer of the School will be able to advise them of these procedures after the publication of results.

A student or parent wishing to appeal against the procedures used in internal assessments should contact the Examinations Officer as soon as possible to discuss the appeal. This appeal must be submitted in writing by the 31st May.

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer and the Head of School. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.

The appellant will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates.

Statement for Students:

If at any stage during your exam course you have concerns about the procedures used in assessing your internally marked work for public exams (e.g. coursework / portfolio / projects) you should see the Examinations Officer as soon as possible.

S Ritchie
01/07/10

This document will be revised in line with changes in best practice and legislation. These changes will be notified to all concerned. Questions or comments should be directed to the appropriate member of the Senior Management Team.