

# **Internal Appeals Procedure Policy 2018/2019**

Amended: October 2018

Approved by Governors: December 2018

Review date: October 2019

Reviewing Panel: Standards, staffing and curriculum (SSC)

## Key staff involved in internal appeals procedures

<b>Role</b>	<b>Name(s)</b>
Head of Centre	<b>Simon Cox</b>
SLT members	<b>Claire Lane-Craig, Nicola White, Jonathan Newby, Hannah Tuna, Seddeer Amran, Sarah Fowler, David Wright, Jessica Reynolds</b>
Exams Officer	<b>Honor Dignan-Roth</b>

## 1. Appeals against internal assessment decisions (Centre assessed marks)

This procedure confirms Woodlands School compliance with JCO's *General Regulations for Approved Centres 2017-2018*, section 5.7 that the Centre has in place "a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates" and that the Centre "must inform candidates of their Centre assessed marks. A candidate is allowed to request a review of the Centre's marking before marks are submitted to the awarding body."

Certain components of GCSE and GCE qualifications (legacy GCE coursework, GCE and GCSE non-examination assessments) and other qualifications that contribute to the final grade of the qualification are internally assessed (marked) by the centre. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

### Deadlines for the submission of marks (Summer 2019 exam series)

Date	Qualification	Details
16/03/2018	OCR Cambridge Nationals, Entry Level Certificate, FSMQ, GCE, GCSE, Level 2 Award, Level 1 & 2 Certificate, Level 3 Certificate, Projects	Final date for the despatch of coursework and portfolio administration forms to centres
TBC	AQA Physical Education	Two weeks prior to moderation visit
07/05/2019	AQA Dance	NEA
15/05/2018	Pearson GCSE Pearson CiDA	Final date for submission of centre marks and moderation samples
28/03/2019	OCR Cambridge Nationals	Date by which visiting moderators will contact centres to arrange a visit
31/03/2019	GCSE (9-1) Computer Science	

Woodlands School 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.

Woodlands School ensures that all Centre staff follow a robust *Non-examination assessment policy* (for the management of GCE and GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments for GCSE qualifications, including the marking and quality assurance processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Woodlands School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their Centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of the appeals procedure below to consider whether to request a review of the Centre's marking.

Woodlands school will

1. 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. inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the Centre's marking of the assessment.
3. having received a request for copies of materials, promptly make them available to the candidate within 3 school days.
4. provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. 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 for reviews of marking **must** be made in writing within 5 calendar days of receiving copies of the requested materials by completing the internal appeals form (appendix 1).
6. allow 10 school days 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.
7. ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the Centre.
9. Inform the candidate in writing of the outcome of the review of the Centre's marking.

The outcome of the review of the Centre's marking will be made known to the head of Centre. A written record (*appendix 2*) will be kept and made available to the awarding body upon request. Should the review of the Centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

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 Woodlands School and is not covered by this procedure.

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 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.

## **2. Appeals against the Centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal**

This procedure confirms Woodlands School compliance with JCQ's *General Regulations for Approved Centres 2018-2019*, section 5.13 that the Centre has in place "a written internal appeals procedure to manage disputes when a candidate disagrees with a Centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal..."

Following the issue of results, awarding bodies make post-results services available. Full details of results will be written in letters handed out to candidates on results day. In addition Head of Centre, SLT and the Exams Officer will provide candidates with this information on the day.

Candidates are also informed of the arrangements for post-results services **before** they sit any exams and the accessibility of senior members of Centre staff immediately after the publication of results in writing.

If the Centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, a review of the result may be requested.

### **Reviews of Results (RoRs) offers three services.**

- ▶ Service 1 – clerical re-check
- ▶ Service 2 – review of marking
- ▶ Service 3 – review of moderation (this service is not available to an individual candidate)

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for an RoR service 1 or 2 is submitted to the awarding body as with these services candidates' marks and subject grades may be lowered. Candidate consent can only be collected **after** the publication of results.

If a concern is raised about a particular examination result, teaching staff and head of Centre will investigate the feasibility of requesting a review supported by the Centre.

Where the Centre does not uphold a request from a candidate, the candidate may pay the appropriate RoR fee to the Centre, and a request will be made to the awarding body on the candidate's behalf.

If the candidate (or his/her parent/carer) believes there are grounds to appeal against the Centre's decision not to support a review, an internal appeal can be submitted to the Centre by completing the **internal appeals form** at least 7 school days prior to the internal deadline for submitting a request for a review.


The appellant will be informed of the outcome of his/her appeal 3 days prior to the internal deadline for submitting a RoR.

Following the RoR outcome, an external appeals process is available if the head of Centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications *Post-Results Services* and *JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)* will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the head of Centre is satisfied after receiving the ROR outcome, but the candidate (or his/her parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the head of Centre. Following this, the head of Centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the *JCQ Appeals Booklet*. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The **internal appeals form** should be completed and submitted to the Centre within 5 calendar days of the notification of the outcome of the ROR. Subject to the head of Centre's decision, this will allow the Centre to process the preliminary appeal and submit to the awarding body within the required **30 calendar days** of receiving the outcome of the review of results process. Awarding body fees which may be charged for the preliminary appeal must be paid to the Centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the Exams Officer). If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the Centre.

- Work with teaching staff to ensure requirements for support staff are met.

Signed:   
Head Teacher

Dated: December 2018

Signed:   
Chair of Governors

Dated: December 2018

**Updated October 2018**



## Appendix 1

### Internal Appeals Form

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below:

FOR CENTRE USE ONLY	
Date received	
Reference No.	

- Appeal against an internal assessment decision and/or request for a review of marking.
- Appeal against the Centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal.

Name of appellant		Candidate name if different to appellant	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below

*(If applicable, tick below)*

Where my appeal is against an internal assessment decision I wish to request a review of the Centre's marking  
*If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed*

Appellant signature:

Date of signature:

**This form must be signed, dated and returned to the Exams Officer on behalf of the Head of Centre to the timescale indicated in the relevant appeals procedure**

