



Internal Appeals Procedure

Person Responsible:	Mrs R Hayton	Frequency of Review:	1 Year
Authorisation By:	Headteacher	Notice Date:	30/10/2019
Authorisation Date:	30/11/2018	Review Due By:	30/11/2019

1 Appeals against internally assessment decisions (centre assessed marks)

This procedure confirms **Upper Wharfedale School's** compliance with JCQ's General Regulations for Approved Centres 2017-2018, section 5.7 that the centre agrees to "have in place and be readily available for inspection purposes, 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.

Upper Wharfedale 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.

Upper Wharfedale School ensures that all centre staff follow a robust Non-examination assessment policy (for the management of GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments, 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. **Upper Wharfedale 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.

1. Upper Wharfedale School 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. Upper Wharfedale School will 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. Upper Wharfedale School will, having received a request for copies of materials, promptly make them available to the candidate.

4. Upper Wharfedale School will provide candidates with sufficient time in order to allow them to review copies of materials, reach a decision and make a request.
5. Upper Wharfedale School 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 for reviews of marking **must** be made in writing (the table below (pg 3) provides the deadlines for academic year 2018-2019).
6. Upper Wharfedale School 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.
7. Upper Wharfedale School will 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. Upper Wharfedale School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record will be kept and made available to the awarding body upon request.
11. Due to the nature of being a small school with only one subject teacher in some areas of the curriculum, the review may not be entirely internal and may have to involve an external assessor. Costs associated with this may be charged to the candidate.

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 centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal

This procedure confirms **Upper Wharfedale School's** 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 these services, internal deadlines for requesting a service and fees charged are provided by the exams officer.

Candidates are also informed of the arrangements for post-results services **before** they sit any exams.

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, the exams officer, teaching staff and head of centre will investigate the feasibility of requesting a review at the centre's expense.

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

If the candidate (or their 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 using the internal appeals form at least one week prior to the internal deadline for submitting a RoR.

3 Appeals following the outcome of an enquiry about results

Where the head of centre remains dissatisfied after receiving the outcome of a RoR, an appeal will be made to the awarding body, following the guidance in the JCQ publications *Post-results services and JCQ Appeals Booklet*.

Where the head of centre is satisfied after receiving the RoR outcome, but the candidate and/or their 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 (attached below)** should be completed and submitted to the centre within 10 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. 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.

Deadlines for appeals against centre assessed marks for academic year 2018-2019

Subject	Marks distributed to candidates by:	Deadline date for a candidate to request a review	Deadline date for materials to made available to the candidate	Deadline date for candidate to submit an appeal in writing	Deadline date for the candidate to be informed in writing of the outcome	Awarding Body Deadline for submitting marks
English NEA Speaking & Listening	8 th April 2019	10 th April 2019	12 th April 2019	29 th April 2019	3 rd May 2019	7 th May 2019
Resistant Materials Coursework	8 th April 2019	10 th April 2019	12 th April 2019	29 th April 2019	10 th May 2019	13 th May 2019
PE Practical Skills	8 th April 2019	10 th April 2019	12 th April 2019	29 th April 2019	10 th May 2019	15 th May 2019
Computer Science	8 th April 2019	10 th April 2019	12 th April 2019	29 th April 2019	10 th May 2019	15 th May 2019
CIDA	8 th April 2019	10 th April 2019	12 th April 2019	29 th April 2019	10 th May 2019	15 th May 2019
Art Coursework and Controlled Assessment	3 rd May 2019	7 th May 2019	10 th May 2019	15 th May 2019	24 th May 2019	31 st May 2019
Business BTEC Coursework	3 rd May 2019	7 th May 2019	10 th May 2019	15 th May 2019	24 th May 2019	31 st May 2019
Performing Arts BTEC Coursework	3 rd May 2019	7 th May 2019	10 th May 2019	15 th May 2019	24 th May 2019	31 st May 2019

School Holidays:

13th April 2019 – 29th April 2019

6th May 2019

27th May 2019 – 3rd June 2019

4 Internal Appeals form

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

For Centre Use only	
Date Received	
Reference No.	

- Appeal against an internal assessment decision and/or a request for review of marking
 Appeal against a 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:

Continue overleaf if necessary

(If applicable, tick below)

- Where my appeal is against an internal assessment decision I wish to request a review of the centre's marking

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.

5 Further guidance to inform and implement appeals procedures

JCQ Publications

General Regulations for Approved Centres

<https://www.jcq.org.uk/exams-office/general-regulations>

Post-Results Services

<https://www.jcq.org.uk/exams-office/post-results-services>

JCQ Appeals Booklet

<https://www.jcq.org.uk/exams-office/appeals>

Notice to Centres - Reviews of marking (centre assessed marks)

<https://www.jcq.org.uk/exams-office/controlled-assessments>

<https://www.jcq.org.uk/exams-office/coursework>

<https://www.jcq.org.uk/exams-office/non-examination-assessments>

Ofqual Publications

GCSE (9 to 1) qualification-level conditions and requirements

<https://www.gov.uk/government/publications/gcse-9-to-1-qualification-level-conditions>

GCSE (A* to G) qualification-level conditions and requirements

<https://www.gov.uk/government/publications/gcse-a-to-g-qualification-level-conditions-and-requirements>

GCE qualification-level conditions and requirements <https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements>

Pre-reform GCE qualification-level conditions and requirements

<https://www.gov.uk/government/publications/gce-qualification-level-conditions-for-pre-reform-qualifications>