



Internal Appeals Procedures

Ref: E007

This policy applies to all individuals on the school site/premises

Contents

1. Appeals against internal assessment decisions (centre assessed marks)
2. Submission Deadlines
3. Marking of Non-Examination Assessment
4. The Internal Appeals Process
5. Complaints and appeals log
6. Further guidance to inform and implement appeals procedures

Document Control	
Title	E007 Internal Appeals Procedures
Date	September 2018
Supersedes	
Amendments	
Related Policies/Guidance	E001 Examinations Policy E002 Examinations Access Arrangements/Disability in Exams Policy E003 Emergencies in Exams Policy E004 Non-Examination Assessment Policy E005 Enquiries about results and appeals procedures E006 GDPR Exams Policy
Review	2 year
Author	K. Boardman
Date consultation completed	
Date adopted by Trust Board	

Prospere Learning Trust is a Multi Academy Trust
Registered in England and Wales number 10872612
Registered Office: Firbank Road, Manchester, M23 2YS

1. Appeals against internal assessment decisions (centre assessed marks)

This procedure confirms Chorlton High School's compliance with JCQ's *General Regulations for Approved Centres 2017-2018*, section 5.8 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 as 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 qualifications (GCSE controlled assessments & GCSE non-examination assessments) that contribute to the final grade of the qualification are internally assessed (marked) by the subject teacher. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

2. Submission Deadlines

Internal submission deadlines will fall 1 week prior to the Awarding Body deadlines. Chorlton High School will ensure that candidates receive their marks at least 2 weeks prior to the school's internal submission deadline.

3. Marking of Non-Examination Assessment

Chorlton High 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.

Chorlton High 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.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Chorlton High 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 this appeals procedure to consider whether to request a review of the centre's marking.

4. The Internal Appeals Process

1. 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. There will be an opportunity for the candidate to discuss their marks with their subject teacher before the internal submission deadline.
3. Candidates 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.
4. Chorlton High School will, having received a request for copies of materials, promptly make them available to the candidate within **5 working days**.
5. Requests for reviews of marking **must** be made in writing within **5 working days** of receiving copies of the requested materials by completing the Internal Appeals Form at the end of this policy and handing to the Exams Manager for processing.
6. Chorlton High School will allow, **5 working days** for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome. Candidate marks will not be submitted to the awarding body until this process is complete.
7. Any requests made later than 3 days before the schools' internal submission deadline will not be processed.
8. The review of marking will be 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.
9. The reviewer will ensure that the candidate's mark is consistent with the standard set by the centre.
10. The candidate will be informed in writing of the outcome of the review of the centre's marking.
11. The outcome of any review of marking will be made known to the head of centre and will be logged as a complaint. A record will be kept and made available to the awarding body upon request. Should the review highlight any irregularity in procedures, 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 Chorlton High School and is not covered by this policy.

<u>Internal appeals form</u>	FOR CENTRE USE ONLY	
	Date received	
Please tick box to indicate the nature of your appeal and complete all white boxes on the form below	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

6. Further guidance to inform and implement appeals procedures

JCQ

- ▶ 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

- ▶ 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>