

Internal Appeals Procedures

(GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and Project qualifications)

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

Under the Joint Council Code of Practice, Awarding Bodies require all centres offering their examinations to have a published internal appeals procedure relating to internal assessment decisions and make the appeals procedure available and accessible to candidates

Wreake Valley Academy is committed to ensuring that whenever its staff mark candidates' coursework; this is undertaken fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

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

Reviews of marking - centre assessed marks:

Wreake Valley Academy 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 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.
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 **must** be made via submission of a completed **internal appeals form**.
6. 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. 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. will inform the candidate in writing of the outcome of the review of the centre's marking.
10. The head of centre will be informed of the outcome of the review of the centre's marking. A written record of the review will be kept and made available to the awarding body upon their request.

The review of moderation process carried out by the relevant awarding body 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 line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Timeline:

Marking completed by Teacher and given to students	Monday 1 st April 2019
Deadline for students to submit written request for review of marking	Monday 8 th April 2019
Review of marking to be completed and recorded. Marks to be submitted to Exam Boards.	By Exam Board deadline

Appeals against the centre's decision not to support Enquiries About Results (a clerical check, a review of marking, a review of moderation or an appeal):

This procedure confirms Wreake Valley Academy's compliance with JCQ's General Regulations for Approved Centres 2018-2019, section 5.13 that 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. Details of these services, internal deadlines for requesting a service and fees are included with candidates' results by the Exams Office.

Candidates are informed through assemblies of the arrangements for post-results services before they sit any exams and of the accessibility of senior members of centre-staff immediately after the publication of results to support students with post results services they may wish to consider applying for (all Post Results Service applications to be made by completing and submitting to the Exams Office with appropriate fees, a fully completed **Post Results Service form** provided with result slips on results days.

Following publication of results, if the centre or a candidate has a concern and believe a result may not be accurate, an enquiry about results (EARs) offers the following services:

- Service 1: clerical re-check
- Service 2: review of marking
- Service 3: review of moderation (not available to individual candidates)

As a candidate's marks and the overall subject grades may be lowered as an outcome of EAR service 1 or 2, written candidate consent (informed consent via candidate email is acceptable) is required before a request is submitted to the exam board. (NB: candidate consent should only be collected **after** the publication of results).

If they are concerned about a specific examination result:

- the candidate must seek advice from the subject teacher, the Head of Faculty or a SLT member in the first instance. The centre will pay only when an enquiry is made by the Head of Faculty for an individual candidate, or for a cohort review of marking which has been approved by the head of centre.

- should a candidate insist on an enquiry about results, they must pay the appropriate fee and a request will be made by the centre to the exam board on their behalf. All requests and payments of appropriate fees must be received by the Exams Office by the internal deadline as indicated on **Post Results Services** form.

For office use only	
Application reference number:	
Date Application received:	

If a candidate believes there are grounds to appeal against the centre's decision not to support their enquiry, an internal appeal can be submitted to the centre by completing the Internal Appeals Form at least 7 calendar days prior to the internal deadline for submitting an EAR application. The candidate will be informed of the outcome of their appeal before the internal deadline is reached for submitting an EAR application.

Following the outcome of an EAR application, if the head of centre remains dissatisfied with the outcome and believes there are grounds for an appeal, an external appeals process is available. The JCQ publication *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 EAR outcome, but the candidate believes there are grounds for a preliminary appeal to the warding 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/cares are not permitted to make direct representations to an awarding body.

The **internal appeals form** should be completed and submitted to the centre within 7 calendar days of the notification of the outcome of an EAR application. 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 an EAR application. 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 (lists of fees payable are available from the Exams Office). If the appeal is upheld (i.e. agreed upon) by the awarding body, this fee will be refunded by the awarding body and repaid to the candidate by the centre.

On receipt, all appeals applications will be assigned a reference number and logged.

The outcomes of any reviews of the centre's markings will be made known to the head of centre and will be logged. A written record will be kept and made available to the awarding body upon request. Should the review of centre's marking highlight any irregularity in procedures, the awarding body will be informed immediately.

Internal appeals form

Please tick one of the boxes below to indicate the nature of your appeal and fully complete the form below.

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

Candidate Name		Candidate's Exam Number	
Awarding Body		Subject	
Exam Paper Code		Exam Paper Title	
<p>(if applicable, tick box below):</p> <p><input type="checkbox"/> Where my appeal is against an internal assessment decision, I wish to request a review of the centre's marking.</p>			
Candidate's Signature:		Date of Signature:	
<p><i>This form must be signed, dated and submitted to the Exams Office on behalf of the Head of Centre by the timescale indicated in the relevant appeals procedure.</i></p>			