

# Internal appeals procedures

2018/19

These procedures are reviewed annually to ensure compliance with current regulations

<b>Approved/reviewed by</b>	
Nicola Smillie	
<b>Date of next review</b>	October 2019

## Key staff involved in internal appeals procedures

<b>Role</b>	<b>Name(s)</b>
Head of centre	Nicola Smillie
SLT members	Nicola Smillie, Laura Blackburn
Exams officer	Kirsty Hughes

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

This procedure confirms Saint Martin's School's compliance with JCQ'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) 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.

### Deadlines for the submission of marks (Summer 2018 exam series)

Date	Qualification	Details
07/05/2019	GCSE	Final date for submission of coursework marks (AQA)
15/05/2019	GCSE	Final date for submission of coursework marks (OCR and Pearson/Edexcel)
15/05/2019	GCE	Final date for submission of coursework marks (OCR and Pearson/Edexcel)
31/05/2019	GCE	Final date for submission of coursework marks for Art and Design

The 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.

The 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, 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. The 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.

## The 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, will promptly make them available to the candidate. See table on next page for deadlines.
4. provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision. See table on next page for deadlines.
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 in writing by completing the **internal appeals form** and paying a £50 administration fee. The fee is returned if the mark increases.
6. The 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. See table on next page for deadlines.
7. The 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. The 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. The mark could stay the same, increase or decrease.
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.

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.

Subject	Final work to be submitted by pupil	Last day for results to be given to pupils By 4pm	Last day for pupils to request copies of marked work or to see marked work	Last day for pupils to see marked work	Deadline for pupil to request review (with correctly completed form and cheque) By 12 noon.	Deadline for informing candidate of result of review By 12 noon
History	22 <sup>nd</sup> March	29th March	By 3rd April at 4pm	By 1st May by 5pm	7th May	15th May
EPQ	14 <sup>th</sup> March	29th March	By 3rd April at 4pm	By 1st May by 5pm	7th May	15th May
Geography	17 <sup>th</sup> Dec	29th March	By 3rd April at 4pm	By 1st May by 5pm	7th May	15th May
Music	1 <sup>st</sup> March	29th March	By 3rd April at 4pm	By 1st May by 5pm	7th May	15th May
Art GCSE - NEA	17 <sup>th</sup> Dec	29th March	By 3rd April at 4pm	By 1st May by 5pm	7th May	15th May
Art GCSE - exam	21 <sup>st</sup> March	29th March	By 3rd April at 4pm	By 1st May by 5pm	7th May	15th May
English GCE	22 <sup>nd</sup> March	29th March	By 3rd April at 4pm	By 1st May by 5pm	7th May	15th May
English Speaking	n/a	28th March	2 <sup>nd</sup> April - by noon	4th April - by 4pm	30th April	7th May
Drama	18 <sup>th</sup> Dec	29th March	By 3rd April at 4pm	By 1st May by 5pm	7th May	15th May
Food	8 <sup>th</sup> March	20th March	27th March - by noon	1st April - by 4pm	30th April	7th May
Art GCE - NEA	30 <sup>th</sup> Jan	3rd May	10th May - by noon	13th May by 4pm	17th May	24th May
Art GCE - exam	27 <sup>th</sup> March	4 <sup>th</sup> May	11th May - by noon	14th May by 4pm	18th May	25th May

NB These dates only apply if pupils comply with teacher allocated deadlines for submission of coursework. By handing in work late, pupils may forfeit the right to appeal.

## **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 Saint Martin's 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 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 and the accessibility of senior members of centre staff immediately after the publication of results by letter.

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 (RoR) 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, subject staff and Head of Centre will investigate the feasibility of requesting a review supported by the centre and advise the candidate, if requested.

Where the correct fees and signed consent is received, the centre will always uphold a request from a candidate. However, if there is an exception to this, 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 3 calendar days prior to the internal deadline for submitting an RoR.

The appellant will be informed of the outcome of his/her appeal before the internal deadline for submitting an 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 working days of the notification of the outcome of the EAR. 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.

## 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

<b>Name of appellant</b>		<b>Candidate name if different to appellant</b>	
<b>Awarding body</b>		<b>Exam paper code</b>	
<b>Subject</b>		<b>Exam paper title</b>	

**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.**

**The form must be accompanied by a cheque for £50 made payable to Saint Martin's (Solihull) Ltd or confirmation that payment has been made by bank transfer to Lloyds, 00236028, 30 97 78**

## 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/coursework>  
<https://www.jcq.org.uk/exams-office/non-examination-assessments>
- ▶ *Notice to Centres – informing candidates of their centre assessed marks*  
<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>