



Exams: Internal Appeals/Assessments

Approved by:

Last reviewed:

Next review due by:

James Thomas

July 2024

December 2024

Key staff involved in the procedure

Role	Name(s)
Head of Centre	James Thomas
Exams Officer	Sheila Sheridan
Other staff (SENCo)	Steve O'Hara

Key staff involved in the procedure are reviewed and updated annually to ensure that appeals against internal assessment decisions (centre assessed marks) at CE Academy are managed in accordance with current requirements and regulations in the JCQ publications: *General Regulations for Approved Centres (GR 5.7)*, *Instructions for conducting non-examination assessments (ICNEA 6.1)*. This procedure is informed by the JCQ publications: *Reviews of marking (centre assessed marks) suggested template for centres and Notice to Centres - Informing candidates of their centre assessed marks*.

Introduction

Certain qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by CE Academy and internally reviewed/standardised. The marks awarded the internal assessment decisions) which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation.

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

The qualifications delivered by CE Academy containing components of non examination assessment/units of coursework are:

- GCSE - English Language, Fine Art, Critical Studies, 3D Art, Photography
 - A level - Fine Art
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Purpose of the procedure

The purpose of this procedure is to confirm the arrangements at CE Academy for dealing with candidate appeals relating to internal assessment decisions.

This procedure ensures compliance with JCQ regulations which state that centres must:

- have in place and be 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;
- before submitting marks to the awarding body inform candidates of their centre assessed marks and allow a candidate to request a review of the centre's marking.

Principles relating to centre assessed marks

The head of centre/senior leader(s) at CE Academy will ensure that the following principles are in place in relation to marking the work of candidates:

- A commitment to ensuring that whenever teaching staff mark candidates' work, that this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.
- All centre staff follow a robust Non-examination Assessment Policy (for the management of non-examination assessments). This policy details all procedures relating to non-examination assessments for relevant qualifications delivered in the centre, including the marking and quality assurance/internal standardisation 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.
- A commitment 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 mark(s), if candidates believes that the above procedures were not followed in relation to the marking of their work, or that the assessor has not properly applied the marking standards to their marking, then they may make use of the internal appeals procedure below to consider whether to request a review of the centre's marking.

Procedure for appealing internal assessment decisions (centre assessed marks)

The head of centre/senior leader(s) at CE Academy 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.
- When a candidate communicates concerns regarding the assessed mark, staff will inform them that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of their work in meeting the published assessment criteria.
- Staff will explain to candidates that they may request copies of materials (generally as a minimum, a copy of their marked assessment material (work) and the mark scheme or assessment criteria plus additional materials which may vary from subject to subject) to assist them in considering whether to request a review of the centre's marking of the assessment.
- Having received a request for copies of materials, promptly make them available to the candidate (for some marked assessment materials, such as artwork and recordings, inform the candidate that these will be shared under supervised conditions).
- Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision, informing candidates that if their decision is to request a review they will need to explain what they believe the issue to be.
- Provide a clear deadline for candidates to submit a request for a review of the centre's marking and confirm understanding that requests must be made in writing and will not be accepted after this deadline (see Deadlines below).
- Decide whether a review is appropriate according to the information provided in the request and inform the candidate in writing of the decision.
- 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 for the submission of marks (see Deadlines below).
- Ensure that the review of marking is conducted 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.
- Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- Inform the candidate in writing of the outcome of the review of the centre's marking.

- Ensure the outcome of the review of the centre's marking is made known to the head of centre who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body.
- Ensure a written record of the review is kept and made available to the awarding body upon request.
- A request for a review after the deadline has passed cannot be considered once grades have been submitted.

Deadlines and timescales

- Upon request, copies of materials will be made available to the candidate immediately.
- Candidates will be informed of the deadline to submit a request for a review upon receiving copies of the requested materials.
- The process for completing the review, making any changes to marks, and informing the candidate of the outcome will be completed promptly upon receiving the request in writing. The review will be completed before the awarding body's deadline for the submission of marks and a written report provided to the candidate.

Procedure to manage dispute over request for an appeal

Where the Head of Centre does not support a request for a review of marking or moderation, the candidate must appeal this decision within 3 days in writing.

- The candidate must explain clearly why they are requesting a review of marks or moderation
- The Head of Centre will ask a senior member of staff who has not been involved with the candidate to review the request and any evidence presented. If they find there is grounds to support the appeal, then the Head of Centre will abide by that decision.
- Should the appeal not be upheld, the candidate will be informed in writing of the decision with a clear explanation of why the appeal is not being upheld.
- The decision of the senior member of staff will be final.

Policy Control Sheet

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Document History			
Version	Date of review	Author	Note of revisions
01	April 2022	AD	
02	April 2023	AD	<ul style="list-style-type: none">● Update to roles● Pg 1 List of subjects provided
03	March 2024	AD	<ul style="list-style-type: none">● No updates
04	July 2024	AD	<ul style="list-style-type: none">● Added section for managing dispute over request to appeal