

# Internal appeals procedures

## 2019/20

These procedures are reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Cathy Graham	
Date of next review	November 2020

## Internal Appeals

### Key staff involved in internal appeals procedures

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Phil Rumsey</b>
SLT members	<b>Rowan Johnson, Dave Robinson, Tania Exley-Moore, Alice Thornton</b>
Exams officer	<b>Cathy Graham</b>
Quality assurance lead/Lead internal verifier	<b>Richard Sales</b>
Heads of department	<b>Marie Cammish, Mike Skinner, Amanda Daynes, Kim McIntosh, Jo Bowman</b>
Learning Manager	<b>Julie Walkington</b>

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

This procedure confirms Scarborough Sixth Form College's compliance with JCQ's *General Regulations for Approved Centres 2018-2019*, 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, GCE, Btec and other qualifications that contribute to the final grade 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.

### **Deadlines for the submission of marks** (Summer 2020 exam series)

Subject teachers ensure that all students are informed of the dates by which they expect internally assessed work to be submitted.

Scarborough Sixth Form College 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.

Scarborough Sixth Form College ensures that all centre staff follow a robust *Non-examination assessment policy* for the management of GCE, GCSE, Project qualifications, Btec, CACHE and all other non-examination assessments. This policy details all procedures relating to non-examination assessments of GCE, GCSE, Project qualifications, Btec, CACHE and all other 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. Scarborough Sixth Form 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.

## Scarborough Sixth Form College 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, promptly make them available to the candidate within 5 working days.
4. Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for a review must be made in writing within 3 working days of receiving copies of the requested documents, by completing the **Internal Appeals form**. This Internal Appeals form is available from the exams office and once completed must be **returned to the Exams Manager**.
6. Allow 3 working days 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. Inform the candidate in writing of the outcome of the review of the centre's marking.

The outcome of the review of the centre's marking will be made known to the Principal. A written record of the review 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 line with national standards. **The mark submitted to the awarding body is subject to change and should therefore be considered provisional and candidates must be made aware of this.**

The procedure is quoted directly from the JCQ publication [Reviews of marking \(centre assessed marks\) suggested template for centres](#)

## 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 Scarborough Sixth Form's compliance with JCQ's *General Regulations for Approved Centres 2019-2020*, 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..."

Candidates are 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 the Candidates' Exam handbook that is issued electronically to all students no later than 30 April prior to the summer in which they sit their exams.

Following the issue of results, awarding bodies make post-results services available. On results day, with their results, all students will be given details of how to apply for any Reviews and their associated costs and deadlines.

Students are advised to discuss their options with either their subject teacher/Head of Department or a member of CMT.

Students who want a review of results must fill in all part of the Review of Results Request Form and hand it to the Exams Manager or designated person. Students need to make payment (usually via Wisepay) before any applications can be made.

If the College 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 (NOT a remark)
- ▶ Service 3 – review of moderation (this service is not available to an individual candidate)

Written candidate consent (informed consent via candidate email to the Exams Manager is acceptable) is required in **all cases before** a request for a 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.

The College does not pay for Reviews of results, however if a student has difficulties paying for a review (that is supported by the CMT or Head of Department), then an application to the Hardship Fund can be made and decisions will be made on a case by case basis.

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 5 calendar days prior to the internal deadline for submitting a request for a review i.e. within 24 hours of results day.

The appellant will be informed of the outcome of his/her appeal before the internal deadline for submitting a RoR.

Following the RoR outcome, an external appeals process is available if the Principal 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 Principal 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 Principal. Following this, the Principal'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 2 calendar days of the notification of the outcome of the RoR. Subject to the Principal's decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required **time frame** of receiving the outcome of the review of results process. Awarding body fees which will 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.

FOR CENTRE USE ONLY	
Date received	
Reference No.	

## Internal appeals form

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

- 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

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**

*(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 Principal to the timescale indicated in the relevant appeals procedure**



## 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/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>