



**HAGLEY CATHOLIC
HIGH SCHOOL**
SEMPER FIDELIS

Internal Appeals Procedures

Version	1.0
Date created/updated	14 October 2020
Ratified by	<i>Chris Guy</i>
Date ratified	1 March 2021
Date issued	March 2021
Policy review date	Autumn Term 2021
Post holder responsible	Examinations Officer

Semper Fidelis – “Always Faithful”
*Called as God’s family we strive to achieve our personal best,
by living and learning in Christ*



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

Certain GCSE, GCE and other qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by Hagley Catholic High School and internally 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.

This procedure confirms Hagley Catholic High School's compliance with JCQ's *General Regulations for Approved Centres* 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 and GCE qualifications (legacy GCE coursework, GCE and GCSE non-examination assessments) and other qualifications 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.

Date	Qualification	Details
N/A 2021	GCSE & GCE	Final date for submission of marks to OCR for PE
N/A 2021	GCSE	Final date for submission of marks to WJEC Food
N/A 2021	GCSE	Final date for submission of marks to AQA
N/A 2021	GCSE/Cambridge Nationals, EPQ	Final date for submission of marks (OCR and Pearson)
N/A 2021	GCE	Final date for submission of marks (AQA, OCR, Pearson and WJEC)
N/A 2021	GCSE	Final date for submission of marks to AQA for Art
N/A 2021	GCE	Final date for submission of marks to AQA for Art

Date	Qualification	Details
18/06/2021	GCSE & GCE	Final date for submission Endorsement grade (English Lang GCSE, French GCSE, Science A Level)

Hagley Catholic 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.

Hagley Catholic High 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. Hagley Catholic 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.

N.B: an appeal may only be made against the assessment process and not against the mark to be submitted to the awarding body

1. Hagley Catholic High School will ensure that candidates are informed of their centre assessed marks and endorsement grades so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Hagley Catholic High School will inform candidates 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
3. Hagley Catholic High School will inform candidates that they may request copies of materials (for example, 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.
4. Hagley Catholic High School will, having received a request for copies of materials, promptly make them available to the candidate (or for some marked assessment materials, such as art work and recordings, inform the candidate that these will be shared under supervised conditions).
5. Hagley Catholic High School will inform candidates they will not be allowed access to original assessment material unless supervised
6. Hagley Catholic High School will 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
7. Hagley Catholic High School will 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 for reviews of marking must be made in writing by completing the internal appeals form.
8. Hagley Catholic High 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.

9. Hagley Catholic High 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.
10. Hagley Catholic High School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
11. The candidate will be informed 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 head of centre **who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body.** A written record of the review will be kept and made available to the awarding body upon request.

The awarding body will be informed if the centre does not accept the outcome of a review.

Board submission date	Internal assessment review deadline date
31/03/2021 (tbc)	N/A 2021
05/05/2021 (tbc)	N/A 2021
07/05/2021 (tbc)	N/A 2021
15/05/2021 (tbc)	N/A 2021
31/05/2021 (tbc)	N/A 2021

Board submission date	Endorsement review deadline date
18/06/2021	07/06/2021

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.

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 Hagley Catholic High School's compliance with JCQ's General Regulations for Approved Centres 2020-2021, that the centre will have available for inspection purposes and draw to the attention of candidates and their parents/carers 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 and the availability of senior members of centre staff immediately after the publication of results, before they sit any exams and the accessibility of senior

members of centre staff immediately after the publication of results via the exam procedures booklet and via the school website prior to sitting the examinations.

If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, post-results services may be considered.

The JCQ post-results services currently available are detailed below:

Review of results (RoRs)

- Service 1 – (Clerical re-check)

This is the only service that can be requested for objective tests (multiple choice tests)

- Service 2 – (Review of marking)

- Priority Service 2 (Review of marking)

This service is only available for externally assessed components of GCE A-Level specifications (an individual awarding body may also offer this priority service for other qualifications)

- Service 3 – (Review of moderation)

This service is not available to an individual candidate

Access to Scripts (ATS):

- Copies of scripts to support reviews of marking
- copies of scripts to support teaching and learning

Written candidate consent is required in all cases (informed consent via candidate school email is acceptable) before a request for an RoR service 1 or 2 (including priority service 2) is submitted to the awarding body. Consent is required to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded. Candidate consent must only be collected after the publication of results.

If a concern is raised about a particular examination result, the exams officer, teaching staff and head of centre will investigate the feasibility of requesting a review supported by the centre.

Where the centre does not uphold a request from a candidate, the candidate may pay the appropriate RoR fee to the centre, and a request will be made to the awarding body on the candidate's behalf.

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 one week prior to the internal deadline for submitting a request for a review..

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 10 calendar days of the notification of the outcome of the RoR. 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

This form should be completed in all cases to lodge an appeal.

Please tick to indicate what the appeal is against:

- Appeal against an internal assessment decision and/or a request for a review of marking**
- Appeal against the centre's decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal**

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

Please state the grounds for your appeal below:

Continue on a separate sheet if necessary

Appeal against internally assessed marks

Appellant declaration

By signing here, I am confirming I understand the purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body's specification and subject-specific associated documents. I also understand the appeal may only be made against the assessment process not against the mark to be submitted by the centre for moderation by the awarding body.

Signature:

Date of signature:

Appeal against the centre decision not to support an enquiry about results

Appellant declaration

By signing here, I am confirming I feel there are grounds to appeal against the centre's decision.

Signature:

Date of signature:

Appeal against the outcome of an enquiry about results

Appellant declaration

By signing here, I am confirming I understand that the grounds for my appeal must relate to the awarding body's procedures or the application of the post-result service procedures. I also understand that appeals do not generally involve further reviews of marking candidates' work. I also confirm that I will pay in advance any fees which may be charged by the awarding body for the appeal. I understand this fee will be refunded if the appeal is upheld.

Signature:

Date of signature:

The appellant declaration against the relevant appeal must be signed, dated and returned to the exams officer, on behalf of the Principal, to the timescale indicated in the internal 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 – informing candidates of their centre assessed marks*
 - <https://www.jcq.org.uk/exams-office/non-examination-assessments>
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- **Ofqual publications**
 - *GCSE (9 to 1) qualification-level conditions and requirements*
<https://www.gov.uk/government/publications/gcse-9-to-1-qualification-level-conditions>
 - *GCE qualification-level conditions and requirements* <https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements>