COCKSHUT HILL SCHOOL

INTERNAL APPEALS PROCEDURE
2018/19

APPROVED BY

NAME: VICTORIA CREEDON

TITLE: VICE PRINCIPAL

DATE OF NEXT REVIEW: APRIL 2020
INTERNAL APPEALS PROCEDURE

Appeals against internal assessment decisions (centre assessed marks)

This procedure confirms Cockshut hill School 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 (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.

Deadlines for the submission of marks for GCSE (Summer 2019 exam series)

<table>
<thead>
<tr>
<th>Awarding Body</th>
<th>Centre Mark submission deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>AQA</td>
<td>07/05/2019</td>
</tr>
<tr>
<td>PEARSON</td>
<td>15/05/2019</td>
</tr>
<tr>
<td>OCR</td>
<td>15/05/2019</td>
</tr>
<tr>
<td>OCR (Art and Design)</td>
<td>31/05/2019</td>
</tr>
<tr>
<td>WJEC</td>
<td>05/05/2019</td>
</tr>
<tr>
<td>CIDA (PEARSON)</td>
<td>15/05/2019</td>
</tr>
</tbody>
</table>

Cockshut Hill 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.

Cockshut Hill School ensures that all centre staff follow a robust Non-examination assessment policy (for the management of GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments for GCSE and other qualifications that contribute towards the final grade of their qualification, 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. Cockshut Hill 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 where 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.

1. Cockshut Hill School 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.

2. Cockshut Hill School will 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. Cockshut Hill School will, having received a request for copies of materials, promptly make them available to the candidate within 1 working day.

4. Cockshut Hill School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.

5. Requests for reviews of marking must be made in writing within 2 days of receiving copies of the requested materials by completing the internal appeals form.

6. Cockshut Hill School will allow 2 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. Cockshut Hill 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. Cockshut Hill 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 outcome of the review of the centre’s marking will be made known to the head of centre and will be logged as a complaint.

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 the 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.
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 Cockshut Hill 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 in their Examination Handbook and School’s website.

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 (RoRs) 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, 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 within 10 calendar days of notification of outcome of the enquiry. Internal appeals forms are made available by the exams officer.

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

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.

**Before deciding whether to appeal you should consider the following:**

- A clerical re-check and post-results review of marking was carried out by an appropriate Senior Examiner.
- The appeals process is available to centres who remain dissatisfied after receiving the outcome of an enquiry about a result.
- You are unable to make an appeal yourself.
- Appeals are made in writing to the awarding body by the Principal, which clearly states the ground for appeal.
- The grounds for appeal must relate to the awarding body’s procedures of the application of the post-result service procedure.
- **Appeals do not generally involve further reviews of your work.**
- The appeals process will consider if the awarding body’s procedures are consistent with the regulators ‘Code of Practice’ prior to submitting an appeal.
- Awarding bodies may charge a fee for an appeal.
- Appeals must be submitted within **10 calendar days** of the notification of the outcome of the enquiry.

If you feel the awarding body has not followed the correct procedures when re-marking your paper:

Make an appointment with the Head of Subject to discuss your concerns. If they feel that the awarding body has not been consistent with the regulators ‘Code of Practice’, they will refer your case to the Principal who will then make the decision as to whether to proceed with an appeal.