

HEALING
SCHOOL



A Science Academy

Healing School – A Science Academy

Internal Examinations Appeals Policy

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Consultations/Training	SLT, Learning Directors, Governors

Appeals procedure against internally assessed marks (AQA, Pearson, OCR and WJEC only)

Certain GCSE and other qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by Healing 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 Healing School's compliance with JCQ's General Regulations for Approved Centres 2021-2022 (section 5.7) that the centre will:

- 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

Healing School is committed to ensuring that whenever teachers mark candidates' work this is done fairly, consistently and in accordance with the regulations and awarding body's specification and subject-specific associated documents.

Healing 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, 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. **Healing 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.

Candidates will be given their centre assessed marks for **AQA, Pearson, OCR and WJEC subjects only**. 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 marking standards 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. *If a candidate fails to meet the internal deadline for submission of internally assessed work, we will decline his/her opportunity to request an appeal.*

Healing 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 will need to explain on what grounds they wish to request a review of and internally assessed mark as a review will only focus on the quality of their work in meeting the published criteria
3. inform candidates that they may request copies of materials (generally as a minimum, a copy of their marked assessment material, the mark scheme and any other associated subject-specific documents 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. Requests for materials should be made in writing to the Exams Officer no later than 7 working days.

4. having received a request for copies of materials, make them available to the candidate within 7 working days.
5. inform candidates they will not be allowed access to original assessment material unless supervised.
6. provide candidates with sufficient time in order to allow them to review copies of material 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. 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, within 7 working days of receiving copies of materials. All requests for review of marking should be made by completing the attached **Internal Appeals Form**. Candidates should be aware that marks may be adjusted down as well as up following a review of marking.
8. The Vice Principal, on behalf of the Head of Centre, will appoint a senior member of staff, e.g. the Head of Year, or an Assistant Principal, to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
9. will allow 7 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 for submission of marks.
10. 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 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. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. Such moderation 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.

Appeals procedure against centre decisions not to support an Enquiry About Results

This procedure confirms Healing School's compliance with JCQ's General Regulations for Approved Centres (section 5.13) 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 re-check, a review of marking, a review of moderation or an appeal
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Following the issue of results, awarding bodies make post-results services available. If the Head of Centre is dissatisfied with examination results and has reasons to suspect they may not be accurate, the first step is to make an enquiry about results. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the Exams Officer.

Candidates are also made aware of the arrangements for post-results services and of the periods during which centre staff will be available so that they may plan accordingly.

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.

Reviews of Results (RoRs):

- Services 1 (Clerical re-check)
This is the only services 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

Where a concern is expressed that a particular result may not be accurate, the centre will look at the marks awarded for each component part of the qualification alongside any mark schemes, relevant result reports, grade boundary information etc. when made available by the awarding body to determine if the centre supports any concerns.

For written components that contributed to the final result, Healing School will:

1. Inform the candidate that we may believe an error may have occurred and that we wish to request a RoR
2. Collect informed written consent/permission from the candidate to request the RoR service before the request is submitted
3. Where relevant, advise the affected candidate to inform any third party (such as college) that a review of marking has been submitted to an awarding body.

Written candidate consent (informed consent via candidate email 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 centre may sometimes disagree with a candidate's request to submit a RoR, as candidates' marks and subject grades may be lowered as a result of an enquiry. If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support a RoR, an internal appeal can be submitted to the centre using the Internal Appeals Form at least 3 days prior to the internal deadline for submitting a RoR.

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

Appeals procedure following the outcome of an enquiry about results

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 3 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 the awarding body issuing 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 to indicate the nature of your appeal and complete all boxes in the form below

- Appeal against an internal assessment decision and request for a review of marking
- Appeal against the centre's decision to not support an enquiry about results
- Appeal against the centre's decision not to submit an appeal against the outcome of an enquiry about results

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:			
<p>(If applicable tick below)</p> <p><input type="checkbox"/> Where my appeal is against an internal assessment decision I wish to request a review of the centre's marking</p> <p style="text-align: center;"><i>If necessary continue on an additional page</i></p>			
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.

By submitting this form you are acknowledging your understanding that following a Review of Results and/or an Appeal, your examination grades can go down.