

THE BLUE SCHOOL INTERNAL APPEALS PROCEDURES

These procedures are reviewed annually to ensure compliance with current regulations

Approved/Reviewed by	
M Williams Assistant Headteacher 4 December 2017	
Date of Next Review	4 December 2018

Appeals against internal assessment decisions (centre assessed marks)

This procedure confirms The Blue School's compliance with JCQ's *General Regulations for Approved Centres 2017-2018, section 5.8* 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 (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments) 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 submission of marks (Summer 2018 exam series)

Date	Qualification	Details
7/05/2018 15/05/2018 31/05/2018	GCSE	AQA – 7 May (Art 31 May) OCR, Pearson, WJEC 15 May
15/05/2018	GCE	All Awarding Bodies

The Blue School is committed to ensuring that whenever its staff mark candidate's work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

The Blue 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 processed which relevant teaching staff are required to follow.

Candidate's work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. The Blue 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 candidate's 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.

1. The Blue 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. The Blue 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. The Blue School will, having received a request for copies of material, promptly make them available to the candidate within 2 working days.
4. The Blue School will allow candidates sufficient time to review copies of materials and reach a decision.
5. Requests for reviews of marking must be made in writing, using the internal appeals form, within 3 working days of receiving copies of the required materials.
6. The Blue School will allow 5 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. The Blue 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 the candidate and has no personal interest in the review.
8. The Blue 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.
10. 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. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidate's work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of The Blue School and is not covered by this procedure.

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 The Blue School's compliance with JCQ's *General Regulations for Approved Centre 2017-2018, section 5.14* 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-result services available. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the Exams Officer.

If the centre or candidate has a concern and believes a result may not be accurate, an enquiry about the result may be requested.

Enquiries about results (EARs) offer 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 EAR 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 will investigate the feasibility of requesting an enquiry supported by the centre. Where the centre does not uphold a request from the candidate or will not fund the enquiry from the centre's budget, the candidate may pay the appropriate fee to the centre and a request will be made to the awarding body on the candidate's behalf.

If the candidate believes there are grounds to appeal against the centre's decision not to support an enquiry, an internal appeal can be submitted to the centre, by completing the internal appeals form at least 7 working days prior to the internal deadline for submitting an EAR.

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

Following the EAR outcome, an external appeals procedure is available if the Head of Centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications *Post-Result 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 EAR outcome, but the candidate 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 are not permitted to make direct representations to an awarding body.

The internal appeals form should be completed and submitted to the centre within 7 working days of the notification of the outcome of the EAR. 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 30 calendar days of receiving the outcome of the enquiry about 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.