



Internal Appeals Procedure

Reviewer: M Grady
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Internal appeals procedures 2021-22

These procedures are reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
M Grady	
Date of next review	Sep 2022

Key staff involved in internal appeals procedures

Role	Name(s)
Head of centre	Mark Grady
SLT members	Jo Grimes Yvette Grogan Olga Dermott-Bond Sean Quinn Paul Cartmell
Exams Officer	Ngema Iwenofu

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

This procedure confirms Rugby High School's compliance with JCQ's *General Regulations for Approved Centres 2021-22*, 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 and GCE (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 centre. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

Rugby 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.

Rugby 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 for GCE and GCSE, 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. Rugby 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 the appeals procedure below to consider whether to request a review of the centre's marking.

Rugby High 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 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 within 5 days of receiving their mark.
3. having received a request for copies of materials, promptly make them available to the candidate.
4. provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.

5. 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 must be made in writing within 5 calendar days of receiving copies of the requested materials by completing the **internal appeals form**.
6. 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.
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 head of centre. 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 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 Rugby High School's compliance with JCQ's *General Regulations for Approved Centres 2021-22 section 5.13* that the centre has in place "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..."

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 via the Information for Candidates Booklet.

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 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.

If a concern is raised about a particular examination result, the exams officer 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 10 calendar days 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 a 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 5 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

FOR CENTRE USE ONLY

Date received

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 head of centre to the timescale indicated in the relevant appeals procedure

Rugby High School Notice of Internal Assessment Outcomes 2022

Candidate name		Date	
Year		Candidate Number	
Subject		Level	
Teacher		Exam Unit Code	
Mark			
(Please also specify the maximum mark i.e. 15/20)			

Review of Mark

You are entitled to request a review of your mark.

Stage 1

If you do request a review you will be given a photocopy or a PDF file of your work if it is written work. Once your work has been submitted for assessment, you cannot have unsupervised access to it. So in subjects like Art or in subjects where the work has been recorded, you will be invited into school for a specific time for a supervised session so that you can review your work against the assessment criteria. You will be given a copy of the mark scheme that your teachers used to mark your work. This is so that you can look at your work and decide whether you wish to ask for a formal review.

You will need to state the reason why you are requesting a review. You will be entitled to a view if you believe that:

- the marking criteria have not be properly applied
- your teacher has not added up the marks correctly
- you believe that your teacher has made an incorrect academic judgement in relation to your work.

There will be a small cost of £10.00 to cover the administrative costs associated with providing you with these materials.

You have five days from the date of the issue of your mark in which to decide whether to request Stage 1 of the review process. You can do this by completing and returning a request form available from the Exams Office. **Once we have given you a copy of your work and the mark scheme, you will have five days in which to decide whether or not you wish to proceed to Stage 2 of the process.**

Stage 2

Formal Review

You must submit a formal request for formal review through the examination office within five days of being given the materials referred to in Stage 1. You need to explain the reason that you are requesting a review. **There will be a charge of £25.00 to cover the administrative costs associated with providing a review which must be paid at the time that the request for a Stage 2 Review Request is submitted.**

Your work will be reviewed by a reviewer appointed by the school. This will not be someone who was involved in the assessment of your original work or, if it has already been moderated, it's moderation. The person concerned may be someone who is employed at another school.

The reviewer will look at your work, the mark sheet completed by the teacher, information about any internal standardisation of marking (to make sure that standards were applied consistently), any comments/annotation made by the marker during the marking process.

You will be notified of the outcome of the review as soon as it has been completed.

If the reviewer decides that there has been a marking error, he/she must indicate where the marking error has occurred and how the mark is not in line with the standard of other candidates at the centre. It is for the centre to determine whether any difference in marking is within any tolerances such as the centre would allow during its internal standardisation process. The head of centre has the final decision if there is any disagreement on the mark submitted to the awarding body.

Please note:

It is not possible for anyone to alter the work of a candidate once the assessor has provided the candidate with a mark.

All internally awarded marks must be submitted to the examination board by 15th May 2022. Any internal reviews must be completed by then.

Rugby High School**Internally Assessed Work: Stage 1 Review Request**

Candidate name		Date	
Year		Candidate Number	
Subject		Level	
Teacher		Exam Unit Code	
Mark (Please also specify the maximum mark i.e. 15/20)			
I would like to request a Stage 1 review of the assessment in relation to the above piece of work.			
I enclose the administrative fee of £10.00 to cover the administrative costs associated with Stage 1 of the review process.			
Signed		Date:	

Rugby High School**Internally assessed Work: Stage 2 Review Request**

Candidate name		Date	
Year		Candidate Number	
Subject		Level	
Teacher		Exam Unit Code	
Mark (Please also specify the maximum mark i.e. 15/20)			
I would like to request a Stage 2 review of the assessment in relation to the above piece of work. My reason(s) for requesting this is/are:			
I enclose the administrative fee of £25:00 to cover the administrative costs associated with Stage 1 of the review process.			
Signed		Date:	

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>