



Internal Appeals Procedure 2024/25 (Internal Assessment Decisions)

Stanborough Secondary School

Internal Appeals Procedure 2024/25 (Internal Assessment Decisions)

Centre name	Stanborough Secondary School
Centre number	17665
Date procedure first created	28/11/2024
Current procedure approved by	Headteacher
Current procedure reviewed by	Exams Office
Date of review	28/11/2025
Date of next review	28/11/2025

Key staff involved in the procedure

Role	Name
Head of centre	Jeanetta Liburd
Senior Leaders	Eileen Hussey Alicia Anderson Deanne Jackson
Exams' officer	Lisa Brambilla
Other staff (if applicable)	

This procedure is reviewed and updated annually to ensure that appeals against internal assessment decisions (centre assessed marks) at Stanborough Secondary School are managed in accordance with current requirements and regulations in the following JCQ documents: **General Regulations for Approved Centres** (5.3, 5.7), **Instructions for conducting non-examination assessments** (4.6, 6.1, 9) and **Instructions for conducting coursework** (6, 7, 13.5). This procedure is also informed by the JCQ documents **Reviews of marking (centre assessed marks) suggested template for centres**, **Notice to Centres - Informing candidates of their centre assessed marks** and **Suspected Malpractice: Policies and Procedures** (4.5).

Introduction

Certain qualifications contain components/units of non-examination assessment, controlled assessment and/or coursework which are internally assessed (marked) by centres and internally reviewed/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.

The moderation process carried out by the awarding body 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.

The qualifications delivered at Stanborough Secondary School containing internally assessed components/units are:

AQA	GCSE
Pearson/OCR	GCSE
AQA	ELC
OCR	GCSE Art and Design

Purpose of the procedure

The purpose of this procedure is to confirm the arrangements at Stanborough Secondary School for dealing with appeals relating to internal assessment decisions.

This procedure ensures compliance with JCQ regulations which state that centres must:

- have in place for inspection that must be reviewed and updated annually, 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

Principles relating to centre assessed marks

The head of centre/senior leader(s) at Stanborough Secondary School will ensure that the following principles are in place in relation to marking the work of candidates:

- A commitment to ensuring that whenever teaching staff mark candidates' work, that this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents
- All centre staff follow a robust policy regarding the management of non-examination assessments including controlled assessments and coursework which details the procedures relating to relevant qualifications delivered in the centre, 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 and do not have any potential conflicts of interest (If AI tools have been used to assist in the marking of candidates' work, they will not be the sole marker)
- A commitment to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body (Where more than one subject teacher/tutor is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking)
- On being informed of their centre assessed marks, if candidates believe that the above procedures were not followed in relation to the marking of their work, or that the assessor has not properly applied the marking standards to the marking, then they may make use of the internal appeals procedure below to consider whether to request a review of the centre's marking

Additional centre-specific principles:

Not Applicable

Procedure for appealing internal assessment decisions (centre assessed marks)

The head of centre/senior leader(s) at Stanborough Secondary 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
- 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 work submitted
- Inform candidates that they may request copies of materials (generally as a minimum, a copy of the 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
- Having received a request for copies of materials, promptly make them available to the candidate (this will either be the originals viewed under supervised conditions or copies) within the period of time as specified (see **Deadlines** below)
- Inform candidates they will not be allowed access to original assessment material, including artefacts, unless supervised

- Provide candidates with sufficient time 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
- Provide a clear deadline for candidates to submit a request for a review of the centre's marking and confirm understanding that requests must be made in writing and will not be accepted after this deadline (see **Deadlines** below)
- Require candidates to make requests for a review of centre marking by By completing an Internal appeals form
- 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 for the submission of marks (see **Deadlines** below)
- Ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review
- Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre
- Inform the candidate in writing of the outcome of the review of the centre's marking
- Ensure the outcome of the review of the centre's marking is 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
- Ensure a written record of the review is kept and made available to the awarding body upon request
 - Ensure the awarding body is informed if the centre does not accept the outcome of a review

Additional centre-specific procedure:

Non-Applicable

Appeals against decisions to reject a candidate's work on the grounds of malpractice

The JCQ **Information for candidates' documents** (Coursework, Non-examination assessments, social media) which are distributed to all candidates prior to assessments taking place, inform candidates of the things they must and must not do when they are completing their work.

The centre ensures that those members of teaching staff involved in the direct supervision of candidates producing work for assessments are aware of the potential for malpractice.

Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication does not need to be reported to the awarding body but will be dealt with in accordance with the centre's internal procedures. The only exception to this is where the awarding body's confidential assessment material has potentially been breached. The breach will be reported to the awarding body immediately.

If there are doubts about the authenticity of the work of a candidate or irregularities are identified in a candidate's work before the candidate has signed the declaration of authentication/authentication statement (where required) and malpractice is suspected, Stanborough Secondary School will:

1. Appeals will be investigated by the Examinations Officer in conjunction with the Head of Faculty in question. If either the Examinations Officer or the Head of Faculty was directly involved in the assessment in question, the Deputy Headteacher will appoint another member of staff of similar or greater seniority to conduct the investigation.
2. Appeals should be made, normally within 48 hours from date the marks/grades were received for any examinations in the any examination series, in writing, stating the details of the complaint and the reason for the appeal (see Appendix 1), to the nominated person, who will investigate the appeal. The appeal letter should be signed by both the candidate and parent/guardian.
 - a. The appeal letter should state which grades/marks are being contested against the assessment objectives
 - b. The appeal letter should also state why grades/marks awarded are incorrect, having looked at the marking criteria
3. The Examinations Officer and Head of Faculty will decide whether the process used for the internal assessment conformed to the requirements of the awarding body and the examinations code of practice of the JCQ. This will be done before the end of the examination series.
4. The subject teacher(s) concerned with making the assessment will be given the opportunity to see the candidate's appeal and respond to the appeal in writing; a copy of this response will be sent to the candidate.
5. The Head of Faculty has the final say in the appeal process.

If a candidate who is the subject of the decision disagrees with the decision:

1. If the candidate is not satisfied, the candidate will be invited (with reasonable notice) to a personal hearing; this invitation will be in writing and will include a copy of all relevant documentation (e.g. given marks, assessments made). The candidate must be accompanied by a (single) parent/guardian. The teacher(s) and candidate will be given the opportunity to hear each other's submission to the panel at the hearing.
2. The panel will comprise of a senior member of staff, Exam Officer and Head of Faculty, both of whom will have background of the case and could have had previous dealings with this case.

The appellant will be informed of the outcome of the appeal:

1. The candidate will be informed in writing of the outcome of the appeal, including any correspondence with the board and any changes made to the assessment of the

work. This will be received by the candidate within two weeks of the hearing.

2. The outcome of the appeal will be made known to the Headteacher, and will be logged as a complaint. The school will maintain a written record of all appeals. This record will include the outcome of the appeal and reasons for that outcome. This record will be made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.
3. The school will inform the relevant awarding body if there is any change to the internal assessment mark as a result of the appeal.

Deadlines and timescales

-

AQA	GCSE	15 th May 2025
Pearson	BTEC	15 th May 2025
Pearson/OCR	GCSE	15 th May 2025
AQA	ELC	15 th May 2025
OCR	GCSE Art and Design	31 st May 2025

- Deadline for Art and Design will be 8th May 2025
- Candidates will have 48hrs to appeal.

Changes 2024/2025

(Changed) Under **Procedure for appealing internal assessment decisions**: reflected changes to JCQ's *Reviews of marking (centre assessed marks) suggested template for centres*.

(Added) Reference to coursework as detailed in JCQ's *Instructions for conducting coursework* (6) and with reference to *General Regulations for Approved Centres* (5.7) in relation to a written policy regarding the management of non-examination assessments including controlled assessments and coursework.

(Added) New section **Appeals against decisions to reject a candidate's work on the grounds of malpractice**.

Centre-specific changes

Upon Review in November 2024, no centre specific updates or changes were applicable to this document.