



Internal Appeals Procedures

(Centre No: 33435)

2020/21

Approved	
Danny Pearson – Principal/Head of Centre	
Reviewed by	
Jackie Dudleston – Exams Manager	
Date of next review	September 2021

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

This procedure confirms **Aquinas College** compliance with JCQ’s *General Regulations for Approved Centres, section 5.7* that the centre has in place and 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” and that the centre “must inform candidates of their centre assessed marks before submitting marks to the awarding body and allow a candidate to request a review of the centre’s marking.”

Certain components of GCSE and GCE qualifications (legacy GCSE 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 the submission of marks (Summer 2021 exam series)

Date	Qualification	Details
05/11/2020	GCSE Level 3 Project	Final date for submission of centre assessed marks GCSE English/Level 3 Extended Project
31/03/2021	GCE	Final date for submission of centre assess marks OCR P.E.
07/05/2021	GCSE	Final date for submission of centre assessed marks AQA
15/05/2021	GCE Level 3 Applied General Level 3 Project	Final date for submission of centre assessed marks AQA
15/05/2021	GCSE GCE	Final date for submission of centre assessed marks PEARSON, OCR, WJEC
31/05/2021	GCE	Final date for submission of centre assessed marks for ART subjects AQA

Aquinas College 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.

This Centre 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, GCSE, Project qualifications and vocational qualifications), 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. **Aquinas College** 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.

Aquinas College 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.
3. having received a request for copies of materials, promptly make them available to the candidate within **2 working days [1 working day for Art and Design subjects]**
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 **2 working days [1 working day for Art and Design subjects]** of receiving copies of the requested materials by completing the **internal appeals form** on page 6 of this document.
6. allow **2 working days [1 working day for Art and Design subjects]** 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 and for JCQ inspection purposes.

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 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 **Aquinas College** compliance with JCQ’s *General Regulations for Approved Centres, 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 published by the exams office on results release day.

Candidates are also informed of the arrangements for post-results services **before** they sit any exams in the Examinations Handbook and the accessibility of senior members of centre staff immediately after the publication of results in the Careers Department Results Day Booklet.

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.

The JCQ post results services currently available are detailed below.

Review of Results (RoRs):

- ▶ Service 1 – clerical re-check
This is the only service 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

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 (including priority service 2) is submitted to the awarding body. Consent is required to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or a review of marking and any subsequent appeal may be lower than, higher than, or the same as the result which was originally awarded. Candidate consent **must** only be collected after the publication of results.

If a concern is raised about a particular examination result by the candidate, they should approach a member of the subject team in the first instance for advice on the feasibility of requesting a review of results.

Where a concern is identified by the head of subject or another member of the centre staff, the candidate will be contacted at the earliest opportunity by the member of staff raising the concern to advise them of their findings and give advice on the most appropriate service available.

Candidates are responsible for fees in respect of Services 1 and 2, these are payable in advance and upon receipt, within the published deadlines, a request will be made to the awarding body on their behalf.

Fees in respect of Service 3 – review of moderation will be the responsibility of the centre.

Fees in respect of ATS will be the responsibility of the centre if the scripts are required to support teaching and learning or the candidate's responsibility if the scripts are required to support reviews of marking.

If the candidate (or his/her parent/carer) is advised by staff at the centre that an enquiry about results may not be appropriate and wishes to continue with a service 1 or 2 enquiry they will be informed that they do so at their own risk and will be required to confirm this in writing.

If the candidate (or his/her parent/carer) believes there are grounds to appeal against a centre decision not to support a review, an internal appeal can be submitted to the centre by completing an **internal appeals form** at least 5 calendar days prior to the internal deadline for submitting a request for a review of results.

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

An **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.



Internal appeals form	FOR CENTRE USE ONLY
	Date received

Please tick box to indicate the nature of your appeal and complete all sections of the form

- Appeal against an internal assessment decision, I wish to request a review of my assessment mark
- Appeal against the centre’s decision not to support a review of moderation
- Appeal against the centre’s decision not to support an appeal

Name of Student			
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below

Student signature:	Date of signature:
--------------------	--------------------

This form must be signed, dated and returned to the exams officer within the deadlines indicated in the relevant appeals procedure

