



# Internal Appeals Procedure

# 2023/24

This document is reviewed annually to ensure compliance with current regulations

**Approved by**

Name: Amy Hardiman

Title: Senior Leader i/c Exams

**Date of next review**

**Academic Year 24/25**

Certain qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by St Thomas More High School 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 internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensure 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 internal assessment decisions**

St Thomas More High School is committed to ensuring that internal assessments are marked and administered fairly, consistently and in accordance with the awarding body specifications and subject-specific associated documents.

This is ensured by:

- Subject staff having the necessary and appropriate knowledge, understanding, skills, and training in this activity
- Subject staff authenticating candidates work according to the requirements of the relevant awarding body
- A process of internal moderation and standardisation led by nominated staff

An appeal against internal assessment decisions can be made, based on the above not being fulfilled.

All appeals must follow the procedure detailed below.

**Note** - *appeals may only be made against the marking/assessment process not against the mark submitted by the centre for moderation by the awarding body.*

The Head of Centre/Senior Leader 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 their work in meeting the published assessment criteria
- 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 for 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 (for some marked assessment materials, such as art work and recording, inform the candidate that the originals will be shared under supervised conditions) within the period of time as specified (see Deadlines below)

Appeals should be made using the **internal appeals form (Appendix 1)** completed by the candidate (or parent/carer)

The Head of Centre/Senior Leader will:

- 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 a member of the senior leadership team 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. Some situations (where the previous conditions cannot be met) will require an external review to take place. In this instance the Head of Centre may call upon assistance from a Senior Leader or Head of Department in the relevant subject from another local school.
- 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 being submitted to the awarding body
- Ensure a written record of the review is kept and made available to the awarding body upon request. The outcome will be logged as a complaint
- Ensure the awarding body is informed if the centre does not accept the outcome of a review

## Deadlines and Timescales

Appeals should be made using the **internal appeals form (Appendix 1)** completed by the candidate (or parent/carer)

All internal appeals forms must be returned to the examinations officer

- Upon request, copies of materials will be made available to the candidate within **3 working days**
- The deadline to request a review of marking (internal appeal) must be made by 3pm on **Friday 26<sup>th</sup> April 2024 or for Art Exams only Wednesday 5<sup>th</sup> June 2024**
- The process for completing the review, making any changes to marks, and informing the candidate of the outcome will be completed by 3pm on **Friday 3<sup>rd</sup> May 2024, (for Art Friday 7<sup>th</sup> June 2024)** all before the awarding body's deadline for the submission of marks

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

The internal appeals procedures for St Thomas More High School have been produced to demonstrate compliance with the following:

**JCQ General Regulations for approved centres** <http://jcq.org.uk/exams-office/general-regulations>

**Controlled assessments, Coursework, Non-examination assessments and Portfolio's of Evidence**

5.8 The centre will

- 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
- 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

**Appellants should consult the full information in the above publications to be fully informed when stating their grounds for appeal.**

Further information can be obtained from:

<http://www.jcq.org.uk/exams-office/controlled-assessments>

<http://www.jcq.org.uk/exams-office/coursework>

<https://www.gov.uk/appeal-exam-result>

<http://www.jcq.org.uk/examination-system/the-appeals-process>

## **Appendix 1**

### **Internal appeals form**

This form should be completed in all cases to lodge an appeal.

Please tick to indicate what the appeal is against:

- an internal assessment decision**
- the centre decision not to support an enquiry about results**
- the outcome of an enquiry about results**

<b>Name of appellant</b>		<b>Candidate name if different to appellant</b>	
Awarding body		Unit/module/exam paper code	
Subject		Unit/module/exam paper title	

Please state the grounds for your appeal below:

*Continue overleaf if necessary*

**Appeal against an internal assessment decision**

**Appellant declaration**

By signing here, I am confirming I understand the purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body's specification and subject-specific associated documents. I also understand the appeal may only be made against the marking/assessment process not against the mark submitted by the centre for moderation by the awarding body.

**Signature:**

**Date of signature:**

**Appeal against the centre decision not to support an enquiry about results**

**Appellant declaration**

By signing here, I am confirming I feel there are grounds to appeal against the centre's decision.

**Signature:**

**Date of signature:**

**Appeal against the outcome of an enquiry about results**

**Appellant declaration**

By signing here, I am confirming I understand that the grounds for my appeal must relate to the awarding body's procedures or the application of the post-result service procedures. I also understand that appeals do not generally involve further reviews of marking candidates' work. I also confirm that I will pay in advance any fees which may be charged by the awarding body for the appeal. I understand this fee will be refunded if the appeal is upheld.

**Signature:**

**Date of signature:**

**The appellant declaration against the relevant appeal must be signed, dated and returned to the EO, on behalf of the head of centre, to the timescale indicated in the internal appeals procedure.**