



Archbishop Temple

Church of England High School

INTERNAL APPEALS POLICY & PROCEDURES

for Internally Assessed Non-Examined Assessment and Coursework

Policy Leader	Deputy Headteacher
Last Updated	January 2025
Approved by the Governing Body/Board	January 2025
Date to Review	January 2026

Name of Policy: Internal Appeals Policy & Procedures

Sub-Committee Responsible: Education & Curriculum Committee

Lead Responsibility in School: Deputy Headteacher

Source of Policy: (Please tick)

- ☐ **LA:**
- ☐ **Diocesan:**
- ☒ **School: X**
- ☐ **Other – Please specify:**

This policy supports our work as a Church school as summarised in our Vision Statement:

Vision

Through **faith** in God the Father, Son and Holy Spirit, we **nurture** everyone's God-given gifts so that together we may shine God's light through Christ-like **service**.

Scripture

"You are the light of the world. A town built on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead, they put it on its stand, and it gives light to everyone in the house. In the same way, **let your light shine** before others, that they may see your good deeds and glorify your Father in heaven."

(Matthew 5:14-16)

RATIONALE

At Archbishop Temple School we endeavour to recognise, develop and maximise the intellectual, moral, social, physical, aesthetic and spiritual potential of all involved with the school. We educate all pupils in accordance with the requirements of the National Curriculum, whilst preparing pupils for the world of work, and for life in the community beyond school. As such, Archbishop Temple School fully recognises its responsibilities for external examinations, non-examined assessment and coursework and, therefore, aims to ensure that the planning and management of these assessments are conducted efficiently and in the best interests of the candidates, and that there are clear guidelines for all relevant staff.

It is the responsibility of all staff involved in Archbishop Temple School's examination process to read, understand and implement this policy.

See also: Examinations Policy, Non-Examination Assessment Policy, JCQ Informing candidates of their centre assessed marks and the JCQ Suspected Malpractice in Examinations and Assessments document.

AIMS

The purpose of this internal appeals policy is:

- To enable the learner to enquire, question or appeal against an assessment decision
- To provide clarity and equality to all parties in the management of appeals against the outcome of internally assessed coursework and non-examined assessment
- To attempt to reach agreement between the learner and the assessor at the earliest opportunity
- To support the operation of an efficient and accurate assessment system with clear guidelines for all
- To maintain the integrity of Archbishop Temple School as an examinations and assessment centre and protect the interests of the candidate

This policy will be reviewed annually by the DHT with responsibility for examinations and examinations officer.

GUIDELINES

This policy describes the procedure for appeals by candidates against the mark awarded for internally assessed coursework/ non-examined assessment. This policy does not refer to appeals by year 11 candidates against the teacher assessed grades awarded in Summer 2024.

Appeals include a review of the procedures used by the school to award marks for internal assessments and consider whether those procedures are in conformity with the published requirements of the awarding body and the code of practice.

All internal appeals must be considered and resolved by the date of the last externally assessed paper of the series or the date of submission to the awarding body of coursework/ non-examined assessment marks. Any difficulties in meeting this deadline will be raised with the awarding body.

The decision of the appeal is final. There is no allowance for any further complaint about the award of the internally assessed mark.

Internal Appeals Procedure

The grounds for appeal relate only to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and do not apply to the judgements themselves.

Candidates are informed at the beginning of the relevant qualification programme of the Internal Appeals Policy and procedures

The appeal must be made in writing to the examinations officer within 10 school days of the mark awarded for the internal work being issued by the teacher. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carers or friend.

The senior leadership team will direct the examinations officer to lead the enquiry provided that the examinations officer has played no part in the original assessment process. The relevant subject/department leader, the subject/department line manager and the DHT with responsibility for examinations will form the panel.

The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the awarding body concerned. The enquiry will be completed.

The panel's findings will be formally reported back to the candidate and parent/carers within 5 school days of the panel making a decision.

Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the examinations officer and made available to the awarding body if required.

Appropriate action will be taken to protect the interests of other learners and the integrity of the qualification, when the outcome of an appeal questions the validity of other results.

Please note that internal candidates and/or their parents/carers are not entitled to appeal directly to an awarding body or JCQ. Representations must be made to the head teacher. The head teacher's decision as to whether to proceed with an appeal is final.

Outlining responsibilities

DHT i/c of Examinations and Assessment

- Draw up and implement the Internal Appeals Policy and Procedure.
- Sign-post candidates to the Internal Appeals Policy and Procedure.
- When a candidate challenges the mark awarded for internally assessed coursework/ non-examined assessment, inform the candidate that an appeals procedure relating to internal assessment decisions exists within the school.
- Provide access to a copy of the Internal Appeals Policy and Procedure via the examinations officer or the DHT with responsibility for examinations.
- Be aware of the existence and outcome of any internal appeal.
- Convene an appeals panel as required. The panel will consider the piece of work for which the mark has been challenged, the initial challenge, the teacher's response and the candidates reply. The panel will also consider any further representation from the candidate and from the teacher.
- Communicate the decision of the appeals panel, and reasons for that decision, in writing, to the examinations officer within 5 school days of the hearing.

Examinations Officer

- Inform SLT of written appeals against the mark awarded for internally assessed coursework/ non-examined assessment.
- Provide a copy of the written appeal to the teacher.
- Attain a written response from the teacher within 5 working days of the teacher's receipt of the appeal.
- Attain from the candidate a reply to the teacher's response to the appeal. This is to be done within 5 days of the candidate receiving the teacher's response.
- Assemble a panel of 3 people: subject leader, the subject SLT line manager and the DHT with responsibility for examinations. The panel will consider the piece of work for which the mark has been challenged, the initial challenge, the teacher's response and the candidate's reply. The panel will also consider any further representation from the candidate and from the teacher.
- In the event that the challenge is made against the marking of the subject leader, the second in department will be present.
- For a subject with a single teacher, the DHT with responsibility for examinations will seek guidance on the marking from a subject leader in another centre.
- Communicate the decision of the appeals panel in writing, to the candidate and the teacher within 5 school days of receiving the panel's decision.
- Maintain full written records of the appeal.
- Provide full details of the appeal to the awarding body on request.
- Inform the awarding body of any outcome from an appeal which has implications for the conduct of the examination or the issue of results at the school.
- Provide candidate access to the following information:
 - a. the marks awarded to them by the centre for an internal assessment;
 - b. all comments recorded by the centre and the awarding body relating to their internally assessed work;
 - c. any correspondence between the school and the awarding body relating to their internally assessed work;
 - d. subsequent information as to whether the work was sampled by the awarding body;
 - e. the moderated mark given to the work by the awarding body, if known;
 - f. relevant awarding body procedures for the conduct of internal assessments.

Candidates

- Request a copy of the Internal Appeals Policy and Procedure from the examinations officer or the DHT with responsibility for examinations.
- Lodge a written appeal stating the details of the complaint and the reasons for the appeal to the examinations officer within 10 school days of the mark awarded for the internal work being issued by the teacher.
- Reply in writing to the examinations officer to the teacher's response. This must be done within 5 school days of receiving a copy of the teacher's response.
- Provide further information, in person, to an appeals panel. The candidate can be supported by a parent/carer or friend.

Teachers

- Inform candidates of the mark given for a centre assessed component/unit prior to submission of marks to the awarding body. This enables candidates to request a review of the centre's marking prior to the marks being submitted to the awarding body, should they wish to do so, and will facilitate the operation of a fair review process.
- Respond to an appeal in writing, within 5 school days. The response is to be addressed to the examinations officer and a copy of this is to be sent to the candidate.
- Provide further information, in person, to an appeals panel.

Heads of Department/Subject

- Ensure an internal standardisation process so that all teachers are confident in correctly and accurately applying the marking standard. Exemplar material and any guidance provided by the awarding body should be used. This should help to prevent marking errors and avoid candidates requesting a review of the mark awarded.
- Facilitate provision of the following information to the candidate:
 - a. the marks awarded to the candidate by the centre for an internal assessment;
 - b. all comments recorded by the centre and the awarding body relating to the candidate's internally assessed work;
 - c. any correspondence between the school and the awarding body relating to the candidate's internally assessed work;
 - d. subsequent information as to whether the work was sampled by the awarding body;
 - e. the moderated mark given to the work by the awarding body, if known;
 - f. relevant awarding body procedures for the conduct of internal assessments.