



Internal Appeals Procedures

Ref: E007

This policy applies to all individuals on the school site/premises

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

This procedure confirms Chorlton High School's compliance with JCQ's *General Regulations for Approved Centres 2020-2021, 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 "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".

Certain components of GCSE qualifications (GCSE controlled assessments & 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.

2. Submission Deadlines

Internal submission deadlines will fall 1 week prior to the Awarding Body deadlines. Chorlton High School will ensure that candidates receive their marks at least 2 weeks prior to the school's internal submission deadline.

3. Marking of Non-Examination Assessment

Chorlton High School ensures that all centre staff follow a robust *Non-examination assessment policy* (for the management of GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments, including the marking and quality assurance processes which relevant teaching staff are required to follow.

Chorlton 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.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Chorlton 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 this appeals procedure to consider whether to request a review of the centre's marking.

4. The Internal Appeals Process

1. 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. There will be an opportunity for the candidate to discuss their marks with their subject teacher before the internal submission deadline.
3. Candidates 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.
4. Chorlton High School will, having received a request for copies of materials, promptly make them available to the candidate within **5 working days**.
5. Requests for reviews of marking **must** be made in writing within **5 working days** of receiving copies of the requested materials by completing the Internal Appeals Form at the end of this policy and handing to the Exams Manager for processing.
6. Chorlton High School will allow, **5 working days** for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome. Candidate marks will not be submitted to the awarding body until this process is complete.
7. Any requests made later than 3 days before the schools' internal submission deadline will not be processed.
8. The review of marking will be 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.
9. The reviewer will ensure that the candidate's mark is consistent with the standard set by the centre.
10. The candidate will be informed in writing of the outcome of the review of the centre's marking.
11. The outcome of any review of marking will be made known to the head of centre and will be logged as a complaint. A record will be kept and made available to the awarding body upon request. Should the review highlight any irregularity in procedures, the awarding body will be informed immediately.

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

<h1><u>Internal appeals form</u></h1>	FOR CENTRE USE ONLY	
	Date received	
Please tick box to indicate the nature of your appeal and complete all white boxes on the form below	Reference No.	

- Appeal against an internal assessment decision and/or request for a review of marking
- Appeal against the centre’s decision not to support a clerical check, a review of marking, a review of moderation or an appeal

Candidate Name		Candidate Number	
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

5. Complaints and appeals log

On receipt of any requests, all appeals will be assigned a reference number and logged in the table below.

The outcome of any reviews of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

Ref No.	Date received	Complaint or Appeal	Outcome	Outcome date

6. Further guidance to inform and implement appeals procedures

JCQ

- ▶ 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/controlled-assessments>
<https://www.jcq.org.uk/exams-office/coursework>
<https://www.jcq.org.uk/exams-office/non-examination-assessments>

Ofqual

- ▶ GCSE (9 to 1) qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gcse-9-to-1-qualification-level-conditions>
- ▶ GCSE (A* to G) qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gcse-a-to-g-qualification-level-conditions-and-requirements>
- ▶ GCE qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements>
- ▶ Pre-reform GCE qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gce-qualification-level-conditions-for-pre-reform-qualifications>