



GREATFIELDS SCHOOL

Internal Appeals **(Internal assessment decision)**

SLT member with responsibility:

Mr Matthew Gillham

Approved by SLT:

Date: September 2025

Next Review Date:

September 2026

**This policy is reviewed annually to ensure compliance with current regulations.*

Purpose of the policy.

This policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding in accordance with the awarding body's specification and subject-specific



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associated documents. In all cases, the final awarding decisions are taken by the awarding bodies.

Appeals against internal assessment decisions (centre assessed marks)

This procedure confirms Greatfields School is in compliance with all the awarding bodies' regulations to have in place written procedures for how it will deal with candidates' requests for access to scripts, clerical re-checks, reviews of marking, reviews of moderation and appeals to the awarding bodies. Details of these procedures are widely available and accessible to all candidates via the school website. Candidates are also made aware of the arrangements for post-results services during the examination assembly.

Certain components of GCSE, BTEC, Vocational and GCE qualifications (GCSE controlled assessments, GCE 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.

Scope

Applies to all internal assessments that contribute to public qualifications (e.g., coursework, controlled assessments, non-exam assessments).

Covers appeals relating to:

- The assessment process
- The assessment decision
- Administrative or procedural errors

Principles

- Candidates are assessed fairly, consistently, and in line with awarding body requirements.
- Staff involved in assessments are appropriately trained and standardised.
- Records of assessment decisions are kept securely.
- Appeals are considered without bias and in a timely manner.

Grounds for Appeal

An appeal may be lodged if a candidate believes that:

- I. The assessment was not conducted in accordance with the awarding body's regulations.



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2. Procedures outlined in the centre's assessment policy were not properly followed.
3. The assessment criteria were not applied consistently or fairly.
4. There was an administrative or marking error.

Procedure for Appeals

1. Stage 1 – Informal Resolution

- a. The candidate should first discuss the concern with their subject teacher/assessor within **5 working days** of receiving the assessment decision.

2. Stage 2 – Formal Appeal

- a. If unresolved, the candidate must submit a written appeal via the Internal Appeal Form to the Exams Officer within 3 working days of the assessment decision.
- b. The written appeal should include:
 - i. Candidate's name and subject
 - ii. Details of the assessment decision being appealed
 - iii. Grounds for appeal

3. Stage 3 – Appeal Review Panel

- a. The Exams Officer will convene an Appeal Review Panel (consisting of a senior member of staff not previously involved in the assessment, plus subject specialists if appropriate).
- b. The candidate (and parent/carer, if under 18) will be given the opportunity to present their case.
- c. The panel will review all evidence and decide whether the assessment decision should stand or be amended.

4. Outcome

- a. The panel's decision will be communicated in writing within 5 working days of the appeal hearing.
- b. The decision is final within the centre.

Record Keeping

- A written record of the appeal and its outcome will be kept by the Exams Officer on the Appeal Log for at least **12 months** after the results are issued.
- Records will be made available to the awarding body if requested.

Communication

- This policy will be available on the school/college website.



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- Students and parents will be informed of their right to appeal at the start of their course.

APPENDIX 1

Internal Appeals Form

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Please tick the box to indicate the nature of your appeal and complete the table below.

Stage I. This is an appeal against an internal assessment decision and/or request for a review marking.



