



# St Peter's Catholic High School

## Internal Appeals Procedures 2018/2019

These procedures are reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
POL / FAI	
Date of next review	2019 / 2020

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**Internal appeals procedures (2018/19)**

Hyperlinks provided in this document were correct as at October 2018

## Key staff involved in Internal Appeals Procedures

<b>Role</b>	<b>Name(s)</b>
Head of Centre	Mr A McGlown
SLT Members	Mr C Pollitt
	Mr N Ashton
	Mr I Bromelow
	Mr P Santus
Exams Officer	Mrs M Fairclough

## 1. Appeals against internal assessment decisions (Centre assessed marks)

This procedure confirms St Peter's Catholic High School's compliance with JCQ's *General Regulations for Approved Centres 2018-2019, 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 that the centre "must inform candidates of their centre assessed marks. A candidate is allowed to request a review of the centre's marking before marks are submitted to the awarding body."

Certain components of GCSE and GCE (legacy GCE coursework, GCE and GCSE non-examination assessments) and other qualifications that contribute to the final grade of the qualification are internally assessed (marked) by the centre. 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 2019 exam series)

Date	Qualification	Details
31/03/2019	GCSE (9-1) Physical Education	Final date for submission of marks OCR
07/05/2019	GCSE (9-1)	Final date for submission of marks AQA
15/05/2019	ELC	Final date for submission of marks AQA
15/05/2019	GCSE (9-1)	Final date for submission of marks OCR and Pearson
31/05/2019	GCSE (9-1) Art & Design	Final date for submission of marks to AQA

St Peter's Catholic High School is committed to ensuring that whenever its staff marks candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

St Peter's Catholic High School 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 GCSE, BTEC and ELC, 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. St Peter's Catholic 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 the appeals procedure below to consider whether to request a review of the centre's marking.

St Peter's Catholic High School 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. **This must be done within 24 hours of receiving their centre assessed marks.**
3. having received a request for copies of materials, promptly make them available to the candidate within 2 working days.
4. provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision (up to 3 working days).
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 initially be made verbally to the Examinations Officer within 24 hours and immediately followed up in writing within 3 working days of receiving copies of the requested materials by completing the **Internal Appeals Form**. **Please note that appeals WIL NOT be undertaken unless the Internal Appeals Form has been completed and returned within the set timeframe.** Please email the completed form to Mrs Fairclough, Examinations Officer at [m.fairclough@saintpetershigh.wigan.sch.uk](mailto:m.fairclough@saintpetershigh.wigan.sch.uk) (please include Internal Appeal in the subject heading). Alternatively the form can be hand delivered to Mrs Fairclough.
6. allow up to 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, 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.

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 in line with national standards. **The mark submitted to the awarding body is subject to change and should therefore be considered provisional.**

The procedure (in grey font) is quoted directly from the JCQ publication [Reviews of marking \(centre assessed marks\) suggested template for centres](#)

## **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 St Peter's Catholic High School's compliance with JCQ's *General Regulations for Approved Centres 2018-2019, 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 provided by the exams officer.

Candidates are also informed of the arrangements for post-results services **before** they sit any exams and the accessibility of senior members of centre staff immediately after the publication of results. Details of the post-result service will be issued to candidates together with their 'Individual Candidate Timetable'. See Appendix A.

If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, a review of the result may be requested.

*Reviews of Results (RoRs)* offers three services.

- ▶ Service 1 – clerical re-check
- ▶ Service 2 – review of marking
- ▶ Service 3 – review of moderation (this service is not available to an individual candidate)

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for a RoR service 1 or 2 is submitted to the awarding body as with these services candidates' marks and subject grades may be lowered. Candidate consent can only be collected after the publication of results.

If a concern is raised about a particular examination result, the curriculum leader will investigate the feasibility of requesting a review supported by the centre.

Where the centre does not uphold a request from a candidate, the candidate may pay the appropriate RoR fee to the centre, and a request will be made to the awarding body on the candidate's behalf.

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

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

The **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. Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the Exams Officer). If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

# St Peter's Catholic High School

## Internal Appeals Form

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

FOR CENTRE USE ONLY	
Date received	
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

Name of appellant		Candidate name if different to appellant	
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:
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**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**

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## Further guidance to inform and implement appeals procedures

### JCQ publications

- ▶ *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/coursework>  
<https://www.jcq.org.uk/exams-office/non-examination-assessments>
- ▶ *Notice to Centres – informing candidates of their centre assessed marks*  
<https://www.jcq.org.uk/exams-office/non-examination-assessments>

### Ofqual publications

- ▶ *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>

## Appendix A

### RE: Reviews of Results (RoR)

If you feel any of your results are not a true reflection of your efforts and you wish to discuss your concerns please speak to a member of the Senior Leadership Team / Curriculum Leader / Subject Teacher on results day.

If you wish pursue one of the RoR services outlined below, please complete the request form attached and return to Mrs Fairclough, Examinations Officer, who will log your enquiry / concerns and forward them onto the relevant Curriculum Leader. After consultation with the Curriculum Leader and subject teacher, Mrs Fairclough will contact you to discuss your options or submit your request(s) to the examination boards. Confirmation that your request(s) have been processed will be emailed to the address supplied on the request form. If you do not receive confirmation then please contact school without delay (by Friday 13<sup>th</sup> September 2019)

### Reviews of Results (RoR)

#### RoR Service 1 – Clerical check

This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks:

- that all parts of the script have been marked;
- the totalling of marks;
- the recording of marks

#### Service 1 – Clerical check and a copy of the re-checked script.

#### RoR Service 2 – Review of marking

This is a review of the original marking to ensure that the agreed mark scheme has been applied correctly. This service will include:

- the clerical re-checks detailed in Service 1;
- a review of marking as described above

#### Service 2 – Review of marking and a copy of the reviewed script

#### Access to Scripts (ATS) – original script

This service is to request the original script to be returned.

This service is available to individual candidates or centre staff (subject to candidate permission).

Please note that in order for the school to submit reviews of results, whether it is at your request or the school's, you are required to give your written consent.

You need to be aware that if we submit an application of the original marking, and then a subsequent appeal for one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, so there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

In view of this we **will not proceed** with any enquiry about results until we have received your written consent. A copy of the consent form can be found on the school website

[www.saintpetershigh.wigan.sch.uk/keyinformation/examinations](http://www.saintpetershigh.wigan.sch.uk/keyinformation/examinations)

**Please note that the deadline for processing enquiries about results is not available at this time. Please contact the Exams Officer for further details.**

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## Access to Scripts (ATS) and Reviews of Results (ROR)

### Pupil consent form

ON BLUE

Name:	Exam number:
Contact number:	Email:

**Please use one line per exam paper, not per subject.**

Awarding Body	Subject	Exam paper title (& code if known)	Service No.	Fee (per paper)
				£
				£
				£
				£
				£
<i>Please continue overleaf if necessary</i>			<b>Total cost</b>	<b>£</b>

**For Exams Office use only:**

I give my consent to St Peter's Catholic High School (*please tick appropriately*):

- To submit a clerical re-check or a review of marking (ROR) for the examinations(s) listed above. In giving consent, I understand that the final subject grade awarded to me 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 grade which was originally awarded for this subject.
- To my scripts being accessed by my school for MY PERSONAL USE ONLY.
- I confirm that where I am applying for a review of marking, this has been discussed with ..... (enter teacher's name) prior to the request being made.

Candidate Signature:

.....

Payment received £

Service applied for date:

Outcome received date:

**Can parents authorise this review of marking?**

- No.
- This form **MUST BE** signed by the candidate. If the candidate is not able to sign a form and give permission please contact the Examinations Officer to discuss.

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