



Internal Appeals Policy (Internal Assessment Decisions)

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1. Policy Information

Centre name	Sutton House Academy
Centre number	16611
Date policy first created	05/01/2024
Current policy approved by	SLT
Current policy reviewed by	Jonathan Lee
Date of review	September 2025
Date of next review	September 2026

2. Key Staff involved

Role	Staff Name
Head of centre	Eglantin Muca (Landi)
Senior Leader(s)	Rachael Wyatt (Teaching & Learning Lead)
Exams Officer	Jonathan Lee
SENCo	Lauren Stephens

This policy is reviewed and updated annually to ensure that appeals against internal assessment decisions at Sutton House Academy are managed in accordance with current JCQ regulations.

References in this policy to JCQ documents include General Regulations for Approved Centres; Instructions for Conducting Non-Examination Assessments; Instructions for Conducting Coursework; Review of Marking (Centre-Assessed Marks) guidance; Notice to Centres – Informing Candidates of Their Centre-Assessed Marks; and Suspected Malpractice – Policies and Procedures.

3. Introduction

Certain qualifications delivered at Sutton House Academy include internally assessed components such as non-examination assessments, controlled assessments or coursework. Marks awarded by the centre are internally reviewed and standardised before submission to awarding bodies for moderation. These marks are provisional and may be adjusted following external moderation.

4. Purpose of the Policy

The purpose of this policy is to confirm the arrangements at Sutton House Academy for dealing with appeals relating to internal assessment decisions, ensuring candidates are treated fairly and consistently and that the centre complies fully with JCQ requirements.

5. Principles relating to Centre-assessed Marks

Sutton House Academy ensures that:

- marking is carried out fairly, consistently and in line with awarding body specifications
- staff involved in assessment are appropriately trained and free from conflicts of interest
- internal standardisation processes are robust and documented
- candidate work is authenticated in line with awarding body requirements

6. Right to Request a Review of Marking

Candidates will be informed of their centre-assessed marks before marks are submitted to the awarding body. If a candidate believes that marking procedures have not been correctly applied, they may request a review of the centre's marking.

7. Internal Appeals Procedure

The centre will:

- inform candidates of their marks and their right to appeal
- provide copies of assessment materials and mark schemes on request
- set clear deadlines for requesting a review
- require requests to be made in writing using the Internal Appeal Form
- ensure reviews are conducted by an independent assessor with no prior involvement
- inform candidates in writing of the outcome of the review
- retain a written record of the review

The Head of Centre will make the final decision on the mark submitted to the awarding body.

8. Appeals Relating to Malpractice Decisions

Where a candidate's work is rejected due to suspected malpractice, the centre will follow JCQ Suspected Malpractice procedures. Candidates may appeal such decisions in writing. Outcomes will be communicated formally to the candidate, and records retained.

9. Deadline and Timescales

- Requests for copies of materials: within 30 calendar days of marks notification
- Requests for a review of marking: within 30 calendar days

- Notification of outcome: within 10 calendar days of the review being completed

10. Changes for 2025/2026

No additional changes applicable.