

fortismere

Fortismere School

Centre number 12602

External Exams

Internal Appeals Procedure

2021/2022

Approved/reviewed by
Head of Centre:
Exam Officer:
Date:
Date of Next Review

This policy is reviewed annually to ensure compliance with current regulations

External Exams – Internal Appeals Procedures

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

This procedure confirms Fortismere School's compliance with JCQ's *General Regulations for Approved Centres*, 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.

We are committed to ensuring that whenever we 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. We are 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 their work, or that the assessor has not properly applied the mark scheme to their marking, then they may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

The candidate will need to look carefully at the mark scheme used to assess their work and identify which area of the mark scheme they feel has not been properly applied together with the reason why they feel they should be awarded a higher mark. These comments must be recorded on the NEA review form (2 of this policy) which must be completed in full and handed in within the time frame specified below, along with the appropriate remittance.

Fortismere 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.
3. When a request for copies of materials, has been received, promptly make them available to the candidate within 5 school day

4. Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
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 be made in writing by completing the Internal Appeals Form (see Appendix 2) within 5 school days of receiving copies of the requested materials.
6. Allow 10 school 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.

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 their work, or that the assessor has not properly applied the mark scheme to their marking, then they may make use of the appeals procedure below to consider whether to request a 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, Ms Z Judge and Ms J Davey. 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.

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 Fortismere School's compliance with JCQ's General Regulations for Approved Centres, 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 the Exams Officer and senior members of staff immediately after the publication of results to students on Results Days.

If the school, a candidate or 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 exams officer, teaching staff and head of centre will investigate the feasibility of requesting a review supported by the school.

Where the school 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. If the candidate (or their 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 school by completing an Internal Appeal Form at least 5 school days prior to the internal deadline for submitting a request for a review. The appellant will be informed of the outcome of their 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 their 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 school 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.

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/examsoffice/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/gcequalification-level-conditions-and-requirements> ☞ Pre-reform GCE qualification-level conditions and requirements <https://www.gov.uk/government/publications/gce-qualification-level-conditions-for-pre-reformqualifications>

See below:

Appendix 1: Complaints and Appeals Log

Appendix 2: Internal Appeals Form

Appendix 2: Request for a NEA Mark Review Form

NEA Mark Review Form

FOR CENTRE USE ONLY

Date Received

Reference No.

Please complete all the white boxes on the form below

Name of Student:			
Form:		Candidate No:	

Full title of the piece of work for which you want a review of the mark:

Subject area for which this work was produced:

Please explain why you feel a review of the mark is required. You should refer to the mark scheme and your work as you do this. You should explain which aspects of the mark scheme you feel have not been accurately applied with examples from you work to evidence this.

I understand that the mark for my work may remain the same, or may go up **or down** as a result of this review. I understand that I shall have to accept the mark I am given as a result of the review process.

Signature of student:

Date:

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.

Enquiries about results (EAR) review form

Name of Appellant		Candidate Name	
Awarding Body		Exam Paper Code	
Subject		Exam Paper Title	

Please state the grounds for your appeal below:

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.

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