



KING EDWARD VI  
SCHOOL LICHFIELD

# Internal appeals procedures

Approved/reviewed by	
P Cotton November 2019	
Date of next review	November 2020

Key staff involved in internal appeals procedures

Role	Name(s)
Head of centre	<b>Ms J Rutherford</b>
SLT members	<b>Mr A Goodhead, Mrs C Forster, Mr D Butler, Mr M Shaw, Mr P Cotton</b>
Exams officer	<b>Mrs J Welch</b>

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

This procedure confirms **King Edward VI School's** compliance with JCQ's *General Regulations for Approved Centres 2019-2020*, 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 as 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 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.

### Deadlines for the submission of marks (Summer 2020 exam series)

Date	Qualification	Details
05/05/2020	GCSE	Final date for submission on GCSE coursework marks WJEC.
07/05/2020	GCSE	Final date for submission on GCSE coursework marks AQA.
15/05/2020	GCSE and GCE	Final date for submission on coursework marks AQA (GCE), OCR and Pearson (except PE – see appendix)
31/05/2020	GCSE and CSE	Final date for submission on coursework marks AQA Art

King Edward VI 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.

King Edward VI School ensures that all centre staff follow a robust *Non-examination assessment policy* (for the management of GCSE and GCE 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.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. King Edward VI 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.

1. King Edward VI School will 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. King Edward VI School will inform candidates that they may request copies of materials (for example, a copy of their marked work, access to 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. King Edward VI School will, having received a request for copies of materials, promptly make them available to the candidate. Please see the 'King Edward VI Review of Marking' document for further details including dates.
4. King Edward VI School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in line with the dates given below. Requests will not be accepted beyond the deadline and requests for reviews of marking must be made in writing using the **internal appeals form**.
6. King Edward VI School will allow sufficient time 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. King Edward VI School will 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. Where the department consists only of staff that all teach the subject to the candidate, the review will be undertaken by the line manager of that department.
9. King Edward VI School will instruct the reviewer to 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 the review 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.

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. This process is outside the control of King Edward VI School and is not covered by this procedure.

## **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 King Edward VI Schools' compliance with JCQ's *General Regulations for Approved Centres 2019-20, section 5.14* 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. Candidates will receive full details on results day as part of their examination results paperwork.

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

### 3. Reviews of Results (RoRs)

There are three possible services. All post-results service requests must be made through the centre.

- ▶ 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 an 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 an enquiry 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.

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

The appellant will be informed of the outcome of his/her appeal before the internal deadline for submitting an 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 2 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 enquiry about 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.

## **Deadlines for submission/marking of NEA, coursework and controlled assessment 2019/20:**

- All students need to submit their marks according to department set deadlines\*.
- Marks will be returned to students within one month of this deadline, unless the deadline is before 03/03/20 in which case marks will be passed back by the 03/04/20\*\*.
- From the date of receipt of their marks students will then have 5 school days in which to request work back and submit an appeal.
- The school will then make a decision regarding the appeal within 5 school days.
- All this will take place before the deadline for work to be sent to examination boards:
  - 07/05/20 AQA GCSE
  - 15/05/20 AQA A-level, Pearson, OCR and WJEC
  - 31/05/20 AQA GCSE/GCE Art

\* Where work is submitted beyond the internal NEA, coursework and controlled assessment deadline, there will be no grounds to query or appeal their mark

\*\* For external dates see appendix at the end of this document.

# Internal appeals form

FOR CENTRE USE ONLY	
Date received	
Reference No.	

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

- Appeal against an internal assessment decision and/or request for an internal 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

<b>Name of appellant</b>		<b>Candidate name if different to appellant</b>	
<b>Awarding body</b>		<b>Exam paper code</b>	
<b>Subject</b>		<b>Exam paper title</b>	

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**



## 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/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-levelconditions>
- ▶ GCE qualification-level conditions and requirements  
<https://www.gov.uk/government/publications/gce-qualification-level-conditionsand-requirements>

## Appendix 1 – List of specific external NEA deadlines

<b>GCSE / ELC / L2</b>	<b>Board</b>	<b>Spec / unit</b>	<b>Latest Submission Date</b>
<b>Art</b>	<b>AQA</b>	<b>8201</b>	
Portfolio		8201/C	31/05/2020
Externally set assignment		8201/X	31/05/2020
<b>Cambridge Nationals in iMedia</b>	<b>OCR</b>	<b>J817</b>	
Creating Digital Graphics		R082	15/05/2020
Creating Digital Animation		R086	15/05/2020
Creating Interactive Multimedia Products		R087	15/05/2020
<b>Computer Science</b>	<b>OCR</b>	<b>J276</b>	15/05/2020
Declaration and sample only programming project			
<b>Design and Technology</b>	<b>AQA</b>	<b>8552</b>	
NEA		8552/C	07/05/2020
<b>Drama</b>	<b>AQA</b>	<b>8262</b>	
NEA		8262/C	07/05/2020
Externally -assessed practical		8262/X	31/05/2020
<b>English Language</b>	<b>AQA</b>	<b>8700</b>	
NEA Spoken language (endorsement)		8700/C	07/05/2020
<b>English - Functional Skills</b>	<b>AQA</b>	<b>8720/25</b>	
CA for Speaking, listening and communicating		8720S/25S	15/05/2020 (21/2/20 for March series)
<b>French</b>	<b>AQA</b>	<b>8658/S</b>	18/05/2020
<b>German</b>	<b>AQA</b>	<b>8668/S</b>	18/05/2020
<b>Maths Entry Level Certificate</b>		<b>5390</b>	15/05/2020
<b>Music</b>	<b>WJEC</b>	<b>C660QS</b>	
Component 1		1	05/05/2020
Component 2		2	05/05/2020
<b>Physical Education</b>	<b>Edexcel</b>	<b>1PEO</b>	
Component 3: Practical Performance		03	Dependent on moderator visit (from 1/3/20) - 15 days prior
Component 4: Personal Exercise Programme		04	15/05/2020
<b>GCE / EPQ / L3</b>	<b>Board</b>	<b>Spec / unit</b>	
<b>Art</b>	<b>AQA</b>	<b>7202</b>	
Personal investigation		7202/C	31/05/2020
Externally set assignment		7202/X	31/05/2020
<b>Biology</b>	<b>AQA</b>	<b>7402</b>	
<i>Practical skills endorsement</i>		7402/C	15/05/2020
<b>Cambridge Technicals in ICT</b>	<b>OCR</b>	<b>5840</b>	
Unit 6 Participating in a project		58406	Agreed with moderator
<b>Chemistry</b>	<b>AQA</b>	<b>7405</b>	
<i>Practical skills endorsement</i>		7405/C	15/05/2020
<b>Design and Technology: Product Design</b>	<b>AQA</b>	<b>7552</b>	
NEA		7552/C	15/05/2020

<b>English Language</b>	<b>OCR</b>	<b>H470</b>	
Independent Language Research		03	15/05/2020
<b>English Literature</b>	<b>AQA</b>	<b>7717AA</b>	
NEA Theory and Independence		7717/C	15/05/2020
<b>Level 3 Extended Project</b>	<b>AQA</b>	<b>7993</b>	15/05/2020
<b>French</b>	<b>AQA</b>	<b>7652/3V</b>	26/05/2020
<b>Geography</b>	<b>AQA</b>	<b>7037</b>	
NEA Geography fieldwork investigation		7037/C	15/05/2020
<b>German</b>	<b>AQA</b>	<b>7662/3T</b>	26/05/2020
<b>History</b>	<b>AQA</b>	<b>7042</b>	
NEA Historical Investigation (Personal Study)		7042/C	15/05/2020
<b>Medical Science (Diploma)</b>	<b>WJEC</b>	<b>4463QD</b>	
Unit 2 Physiological Measurement		4463U2	15/05/2020
Unit 3 Research Methods		4463U3	15/05/2020
Unit 4 Medicines and Treatment		4463U4	15/05/2020
Unit 5 Clinical Lab Techniques		4463U5	15/05/2020
<b>Music</b>	<b>AQA</b>	<b>7272</b>	
NEA Composition		7272/C	15/05/2020
NEA Performance		7272/P	15/05/2020
<b>Physical Education</b>	<b>OCR</b>	<b>H555</b>	
Performance in physical education		04	31/03/2020
<b>Physics</b>	<b>AQA</b>	<b>7408</b>	
<i>Practical skills endorsement</i>		7408/C	15/05/2020
<b>All BTECS - levels 2 and 3</b>	<b>Edexcel</b>		Submit marks by 05/07/20 in Edexcel Online for certification in Summer 2020