

Peter 2: Verse 17-23.

Treat everyone you meet with dignity. Love your spiritual family. Revere (*worship*) God. This is the kind of life you've been invited into, the kind of life Christ lived. He never did one thing wrong, not once said anything amiss.



Internal Appeals Procedure for Exams

Author:

Academy Services Manager

Date Adopted by Governors

September 2023

Date of last review/amendment:

Date of next review:

September 2024

Peter 2: Verse 17-23.

Treat everyone you meet with dignity. Love your spiritual family. Revere (*worship*) God. This is the kind of life you've been invited into, the kind of life Christ lived. He never did one thing wrong, not once said anything amiss.

Our Academy Vision is "Living Well Together with Dignity, Faith and Hope". We aspire to take dignified decisions and afford dignity to all members of our community, regardless of background or circumstance. Our position as a Voluntary Aided Church Academy means that the Christian faith has a central role in all of our actions and decisions. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures.

At All Saints Academy, our vision is "Living Well Together with Dignity, Faith and Hope and this translates into our everyday practice. All Saints Academy is deeply committed to the principles of equality, diversity and inclusion and actively promotes this with its staff, governors, volunteers, students, parents/carers and all in the Academy community.

Introduction

All Saints Academy is committed to ensuring that:

- Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skills and who have been trained in this area.
- Assessment evidence provided by the candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned.
- The consistency of internal assessment will be maintained by internal moderation and standardisation.
- All student work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.

Appeals against internal assessment decisions (centre assessed marks)

This procedure confirms All Saints Academy's compliance with JCQ's General Regulations for Approved Centres 2023/24, Section 5.3Z that the centre has in place "a written internal appeals procedure". This relates to internal assessment decisions and ensures that details of this procedure are communicated, made widely available and accessible to all candidates. It informs 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 BTEC qualifications (GCSE controlled assessments, BTEC coursework, BTEC and GCSE non-examination assessments and project qualifications) 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.

All Saints Academy 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.

All Saints Academy ensures that all centre staff follow a robust Non-Examination Assessment Policy for the management of BTEC and GCSE 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. All Saints Academy 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.

Peter 2: Verse 17-23.

Treat everyone you meet with dignity. Love your spiritual family. Revere (*worship*) God. This is the kind of life you've been invited into, the kind of life Christ lived. He never did one thing wrong, not once said anything amiss.

1. All Saints Academy 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. All Saints Academy will 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. All Saints Academy will, having received a request for copies of materials, promptly make them available to the candidate **within 5 calendar days**.
4. All Saints Academy 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 writing **within 5 calendar days** of receiving copies of the requested materials by completing the **internal appeals form** – as stated on the chart. Requests will not be accepted after this deadline.
6. All Saints Academy will **allow 5 calendar 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. All Saints Academy 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. All Saints Academy will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.
10. 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.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of All Saints Academy and is not covered by this procedure. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

External Exam Appeals

Appeals against the centre's decision not to support a clerical check, review of marking, a review of moderation or an appeal.

This procedure confirms All Saints Academy's compliance with JCQ's General Regulations for Approved Centres 2023-24, Section 5.3Z that the centre has in place "a written internal appeals procedure". This will 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-result services available. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the Exams Manager and will be made available on request.

Peter 2: Verse 17-23.

Treat everyone you meet with dignity. Love your spiritual family. Revere (*worship*) God. This is the kind of life you've been invited into, the kind of life Christ lived. He never did one thing wrong, not once said anything amiss.

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.

Enquiries about results (EARs) 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 on the appropriate form is required in all cases before a request for an EAR 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.

Requesting Enquiries about Results – EARs

Any student who wants to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure:

- Contact the Examinations Manager as soon as possible (**but at least 5 working days before the published deadline for EARs**).
- The Examinations Manager will advise on the options available to query the mark/grade and the costs involved.
- Students should be aware that EARs can result in marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Manager.
- The Principal/Deputy Team will review the students' marks/grades by examining the breakdown of marks and the grade boundaries.

If the Academy agrees to support the EAR:

The student's consent form should be sent to the Examinations Manager, **before the published deadline for EARs**. The cost of the enquiry will be met by the Academy.

If the Academy does not agree to support the EAR:

If the centre does not support the EAR, the student may still proceed with the EAR but all cost involved will be paid by the student at the time the EAR is made. No EARs will be made until fees are paid. Requests must be made in person to the Examinations Manager **before the published deadline for EARs**.

Outcomes following EARs will be forwarded by the Examinations Manager to the student/relevant Academy staff as soon as they have been received from the Awarding Bodies.

Following the EAR 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 and JCQ Appeals Booklet (A guide to 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 EAR 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.

Peter 2: Verse 17-23.

Treat everyone you meet with dignity. Love your spiritual family. Revere (*worship*) God. This is the kind of life you've been invited into, the kind of life Christ lived. He never did one thing wrong, not once said anything amiss.

The **internal appeals form** should be completed and submitted to the centre within 5 calendar days of the notification of the outcome of the EAR. 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 Examinations Manager). 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.