

Appeals against Internal Assessment Decisions (Centre Assessed Marks)

Purpose of this Procedure

This procedure establishes Harlington School's compliance with the Joint Council for Qualifications (JCQ) General Regulations for Approved Centres Section 5.7 by providing a written Internal Appeals procedure relating to internal assessment decisions and to ensure the procedure is widely communicated and accessible to all candidates.

Harlington School commits to informing all candidates of their centre assessed marks before submission to Awarding Bodies and allows a candidate to request a review of the centre's marking.

Certain components within qualifications are internally assessed (marked) by Harlington School. These can include GCE and GCSE non-examination assessments. Marks awarded by the school (the internal assessment decisions) are submitted by set deadlines for external moderation by the Awarding Body.

Harlington School is committed to ensuring that whenever staff mark candidates' work this is completed fairly, consistently, accurately and in accordance with the Awarding Body's specification and subject specific associated documents.

The school will ensure that all candidates' work is marked by staff who have appropriate training, knowledge, understanding and skill of the subject. Where a number of subject teachers are involved, internal moderation and standardisation will take place to ensure consistency of marking. Staff follow the Non-Examination Assessment policy for GCE and GCSE Non-examination assessments to maintain quality assurance processes.

In line with Awarding Body regulations, all candidates will be required to authenticate their work, by means of a signed declaration, to ensure the work produced is their own.

Once the candidate receives their centre assessed marks, should they believe that the above process has not been properly followed in relation to the marking of their work, or that the assessor has not properly applied the marking standards, then they may use the appeals procedure outlined below to consider whether to request a review of the centre's marking.

Procedure

1. Harlington School will inform all candidates of their centre assessed marks and of this Internal Appeals procedure before marks are submitted to the awarding body so that appeals may be requested.
2. Candidates will be informed that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of their work in meeting the published assessment criteria.
3. Candidates may request copies of their marked work, specifications, mark schemes and any other subject specific documentation, which may aid them in considering to request a review of the centre's marking. All candidates will be able to gain access to:
 - The marks awarded to them by the centre for an internal assessment
 - All comments recorded by the centre relating to their internally assessed work
 - Any correspondence between the centre and the Awarding Body in relation to their internally assessed work

Once a request for documentation has been received, the school will make them available to the candidate within 5 working days. The school will always ensure that the candidate will have sufficient time to review the material and make a decision.

3. Requests for reviews of marking must be made in writing using the enclosed Internal Appeals Request form within 5 working days of receiving the requested material. Requests will not be accepted after this deadline. Completed forms must be returned to the Examinations Officer.
4. A senior member of staff nominated by the Head of the centre will manage all internal appeals, including the dissemination of information about the procedures.
5. All internal appeals will be considered by an appropriately competent assessor, with no previous involvement in the assessment of that candidate and no personal interest in the review.
6. The reviewer will be instructed to ensure the candidate's mark is consistent with the standard set by Harlington School.
7. A written outcome of the Review of the Centre's marking will be made to inform the candidate.
8. The Head of Centre will be made aware of the existence and the outcome of all Reviews of Centre Marking. A written record of the review will be kept and made available to the Awarding Body upon request.

After candidates' work has been internally assessed, it is externally moderated by the Awarding Body to ensure consistency in marking between centres. The moderation process may lead to a change in mark either upwards or downwards, even after an internal review. This process is outside the control of Harlington School and is not covered by this procedure. Marks submitted to the Awarding Body are subject to change and should therefore be considered provisional.

Making a Request to Review Centre's Marking.

- Before making an appeal please seek advice from the relevant subject teacher.
- Candidates must be aware that an appeal may result in an adjustment of marks upwards or **downwards**.
- All appeals must be submitted in writing to the Examinations Officer, using the form below.

Deadlines

Summer Season

- 1st April 2022 - Deadline for candidates to request a Review of Centre Marking.
- 22nd April 2022 – Deadline for outcome of appeal to be published to candidate.
- 3rd May 2022 – Finalised marks submitted to Awarding Body

BTEC

- 15th June 2022 - Students deadline to lodge appeal with Head of Centre
- 24th June 2022 - Outcome of appeal to be published to student
- 4th July 2022 – Finalised marks submitted to Awarding Body

Next Review Date: September 2022

Appeals against the Centre's Decision not to Support a Clerical Check, a Review of Marking, a Review of Moderation or an Appeal

Purpose of this Procedure

This procedure establishes Harlington School's compliance with the Joint Council for Qualifications (JCQ) General Regulations for Approved Centres Section 5.13 that Harlington School has in place a written Internal Appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal.

Awarding Bodies make Post-Results services available following the issue of results. Full details on Post-Results services available, deadlines and fees are provided by the Examinations Officer. Candidates will be informed of Post-Results arrangements before taking any examinations at Harlington School. Accessibility of Leadership staff and the Examinations Officer immediately after the publication of results will be signposted in the Results room.

If the centre or a candidate (or their parent/carer) has concern and believes a result may not be accurate, post-results services may be considered.

JCQ Post-Results Services

The Following JCQ Post-Results Services are currently available;

Reviews of Results (RoRs):

- Service 1 (Clerical Re-Check)
- Service 2 (Review of Marking)
- Priority Service 2 (Review of Marking)
- Service 3 (Review of Moderation) – Not available to an individual candidate

Access to Scripts (ATS):

- Copies of scripts to support reviews of marking
- Copies of scripts to support teaching and learning

Procedure

Where concern is expressed that a particular result may not be accurate, Harlington School will look at the marks awarded for each component of the qualification alongside mark schemes and any other available results documentation to determine if the centre supports any concerns.

Written Components

Harlington School will;

1. Where a place at future education is at risk, consider supporting a request for a Priority Service 2 Review of Marking.
2. All other instances, consideration will be given to accessing the script by;
 - a. requesting a priority copy of the candidate's script to support a review of marking or
 - b. viewing the candidate's marked scripted online to consider if requesting a review of marking is appropriate.
3. Obtain written consent from the candidate to access their script.
4. Upon access to the script, consider if the mark scheme has been applied correctly in the original marking or if the centre considers errors to have been made.
5. If any errors are found, support a request for the appropriate RoR Service.

6. Collect written consent from the candidate to request RoR service. Submit request to Awarding Body.
7. Advise candidate to inform any third party, such as a university that a Review of Results has been submitted to the Awarding Body.

Written candidate consent (candidate email is acceptable) is required in all cases before a request for a Review of Results Service 1 or 2 (including Priority Service 2) is submitted to the Awarding Body. Consent is required to confirm that the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded. Candidate consent will only be collected after the publication of results.

Moderated Components

Harlington School will;

1. Confirm that a review of moderation cannot be undertaken on the work of an individual candidate or the work of candidates not in the original sample submitted for moderation.
2. Consult the moderator's report/feedback to identify any issues raised
3. Determine if the centre's internally assessed marks have been accepted without change by the Awarding Body. If no changes have been made, a Review of Results Service 3 will not be available.
4. Determine if there are any grounds to submit a request for a review of moderation for the work of the candidates in the original sample.

Disputes

Where a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking or a review of moderation, Harlington School will;

- **Review of Results Priority Service 2:** Advise the candidate they may request the review by providing informed written consent and the published fee for the required service to Harlington School by the published centre deadline
- **Review of Results Service 1 or 2:** Advise the candidate to first access their script to support a review of marking by providing written permission for the centre to access the script along with the published fee. Once access to the script has been achieved, consider the marking and if a request for a Review of Marking (Review of Results Service 1 or 2) is required, this must be submitted by the centre set deadline, providing written informed consent and the published fee for the service.
- **Review of Results Service 3:** Candidates will be informed that a Review of Moderation (Review of Results Service 3) cannot be requested for the work of an individual candidate or the work of a candidate not in the original sample.

Where the candidate (or their parents/carers) believes there are grounds to appeal against Harlington School's decision not to support a review of results, an internal appeal can be submitted to the Examinations Officer by completing the Internal Appeals Request Form below before the published deadline. The appellant will be informed of the outcome of their appeal to allow the submission of a Review of Results, if appropriate.

External Appeals

Following the Review of Results 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 publication 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 Review of Results outcome, but the candidate (or their parents/carers) believe 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 below should be completed and submitted to the Examinations Officer within 5 days of the notification of the outcome of the Review of Results. 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 Harlington School by the appellant before the preliminary appeal is submitted to the Awarding body. (Fees are available on request from the Examinations 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 Harlington School.

Next Review Date: September 2022



Office Use Only

Date Received:

Received By:

Reference No.

Please tick one of the boxes below to indicate the nature of your appeal

- 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.

Please complete all of the information below and return to the Examinations Officer before the deadline

Appellant Information

Surname:

Forename(s):

Address:

Postcode:

Telephone No.:

Mobile No.:

If you are not the candidate, please supply the following information

Candidate Surname:

Candidate Forename(s):

Candidate No.:

Form:

Paper Information

Awarding Body:

Exam Paper Code:

Subject:

Exam Paper Title:

Please state the grounds for your appeal below

- My appeal is against an internal assessment decision and I request a review of the Centre's marking

Appellant Signature:

Date of Signature: