

# Maplewell Hall School



## Exams Internal Appeals Procedure Policy

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<b>Governing Body Committee</b>	<b>Teaching, Learning &amp; Assessment</b>
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## 1. Appeals against internal assessment decisions (centre assessed marks)

This procedure confirms Mapalewell Hall School's compliance with JCQ's General Regulations for Approved Centres that states 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 students" and that the centre "must inform students of their centre assessed marks as a student 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.

## 2. Deadlines for the Submission of Marks (Summer Exam Series)

Date	Qualification	Details
Spring Term	GCSE English Language (Spoken Language Endorsement)	To allow enough time for the Exams Officer to process and send the samples to the moderator before the awarding body's deadline, both the marks and work need to be received at least one week before the official deadline. If the deadline falls within a half term, this also needs to be taken into account.
Spring Term	Cambridge Nationals in Sport Studies / ICT	To allow enough time for the Exams Officer to process and send the samples to the moderator before the awarding body's deadline, both the marks and work need to be received at least one week before the official deadline. If the deadline falls within a half term, this also needs to be taken into account.
Spring Term	GCSE Art & Design	To allow enough time for the Exams Officer to process and send the samples to the moderator before the awarding body's deadline, both the marks and work need to be received at least one week before the official deadline. If the deadline falls within a half term, this also needs to be taken into account.

Spring Term	Entry Level in Science / Maths / English	To allow enough time for the Exams Officer to process and send the samples to the moderator before the awarding body's deadline, both the marks and work need to be received at least one week before the official deadline. If the deadline falls within a half term, this also needs to be taken into account.
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Maplewell Hall School is committed to:

- Ensuring that whenever its staff mark students' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.
- Ensures that all centre staff follow a robust *Non-examination assessment policy* (for the management of GCE and GCSE 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.
- Ensure students' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity.
- Ensuring that work produced by students is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking students' work, internal moderation and standardisation will ensure consistency of marking.
- On being informed of their centre assessed marks, if a student 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.

Maplewell Hall School will:

- Ensure that students 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.
- Inform students 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.
- Having received a request for copies of materials, promptly make them available to the student within **5 working days**.

- Provide students with sufficient time in order to allow them to review copies of materials and reach a decision.
- Ensure requests for reviews of marking **must** be made in writing within **2 working days** of receiving copies of the requested materials by completing the **internal appeals form**.
- Allow **5 working days** for the review to be carried out, to make any necessary changes to marks and to inform the student of the outcome, all before the awarding body's deadline.
- 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 student and has no personal interest in the review.
- Instruct the reviewer to ensure that the student's mark is consistent with the standard set by the centre.
- The student will be informed in writing of the outcome of the 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 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.

After students' 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 Maplewell Hall School and is not covered by this procedure.

### **3. Appeals against the centre's decision not to support a post results review or an appeal**

This procedure confirms Maplewell Hall School's compliance with JCQ's General Regulations for Approved Centres that states the centre has in place "a written internal appeals procedure to manage disputes when a student 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, full details of these services, internal deadlines for requesting a service and fees charged are provided by the Exams Officer.

Students 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. This is detailed in the student handbook.

If the centre or a student (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 student)

Written student consent (informed consent via student email is acceptable) 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 students' marks and subject grades may be lowered. Student consent can only be collected after the publication of results.

If a concern is raised about a particular examination result, a senior member of staff, head of department and exams officer will look further into this and a decision will be made whether or not there is concern.

Where the centre does not uphold a request from a student, please see the exams policy as to what, if any options are available.

If the student (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 at least **5 calendar days** prior to the internal deadline for submitting an EAR.

The student will be informed of the outcome of his/her appeal before the internal deadline for submitting an EAR.

#### 4. Appeals Procedure following the outcome of an enquiry about results

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 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 EAR outcome, but the student (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. Students 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 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 student 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.

## 5. Maplewell Hall School - Internal Appeals Form

<b>Name of Appellant</b>		<b>Student Name</b> if different to appellant	
<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:

**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.**





## 7. Further guidance to inform and implement appeals procedures

### 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>
- ▶ Notice to Centres – informing students of their centre assessed marks  
<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-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>