



Highworth Warneford School Exams Policy

Internal Appeals Procedures 2020-21

These procedures are reviewed annually to ensure compliance with current regulations

Annually approved/reviewed by

Exams Officer & Headteacher

Key staff involved in internal appeals procedures

Role	Name(s)
Head of centre	Mr A Steele
Exams officer	Mrs K Gibson

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

This procedure confirms Highworth Warneford's compliance with JCQ's *General Regulations for Approved Centres*, 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 (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.

Deadlines for the submission of marks

Date	Qualification	Details
7 May	GCSE (AQA)	Final date for submission of centre assessed marks Business Studies, DT, Drama, English Language, Food Preparation, PE
15 May	GCSE & Cambridge Nationals (Pearson & OCR)	Final date for submission of centre assessed marks
15 May	ELC (AQA)	Final date for submission of centre assessed marks
15 May	GCE (WJEC)	Final date for submission of centre assessed marks (WJEC)
31 May	GCSE (AQA Art & Design only)	Final date for submission of centre assessed marks for Art and Design

Highworth Warneford 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.

Highworth Warneford 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 for GCE, GCSE, Cambridge Nationals and Entry Level Certificates, 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. Highworth Warneford 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 the appeals procedure below to consider whether to request a review of the centre's marking.

A fee will be charged for a request for a review of the centre's marking. The fee will be in line with the current charges of the associated awarding body and will be made available by the Exams Officer.

1. Highworth Warneford will ensure that candidates are informed of their centre assessed marks by their teacher so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Highworth Warneford 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. Highworth Warneford will, having received a request for copies of materials, promptly make them available to the candidate within 3 working days.
4. Highworth Warneford will provide candidates with sufficient time to allow them to review copies of materials and reach a decision.
5. Highworth Warneford will provide a clear deadline for candidates to submit a request for a review of the centre's marking and this date will be advertised on the centre website. Requests will not be accepted after this deadline. Requests must be made on an internal appeals form within 5 calendar days of receiving copies of the requested materials. The completed internal appeals form should state a clear reason for requesting the review and be accompanied by the appropriate fee, as advised by the Exams Officer. Candidate consent for a review of the centre's marking is required before the review takes place as the candidates' marks may be lowered as well as stay the same or be raised.

6. Highworth Warneford will allow 7 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. Highworth Warneford 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. Highworth Warneford will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Highworth Warneford will inform the candidate 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. 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 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 Highworth Warneford compliance with JCQ's *General Regulations for Approved Centres 2020-2021*, 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 senior members of centre staff immediately after the publication of results by both a letter (accompanying exam entry details) from the Exams Officer and a Head of Year assembly.

If the centre or a candidate (or his/her 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 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, a member of the Senior Leadership Team, the Head of Year, the Head of Department or the Exams Officer will investigate the feasibility of requesting a review supported by the centre. The concern must be raised within five working days of the issue of results or the start of the new term where results are issued during the school holidays. Following this discussion, the centre will apply for a review if this is considered appropriate (the centre would expect to support the candidate in most cases).

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 a review, an internal appeal can be submitted to the centre by completing the internal appeals form at least 5 working days prior to the deadline for

submitting a RoR. The centre will then contact the candidate and their parent/carer within two working days, and if appropriate, arrange a meeting with the Head of Department concerned, the Examinations Officer and the Head of Centre or his/her representative from the Senior Management Team. When a final decision has been made, the centre will inform the candidate and their parent/carer first verbally, and then in writing. If the final decision is to proceed with the request for a review, the Examinations Officer will carry this out to meet the appropriate Exam Board deadline.

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 10 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 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.

Highworth Warneford School
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 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

Name of appellant		Candidate name if different to appellant	
Awarding body		Exam paper code	
Subject		Exam paper title	

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.
- I understand that a review of the centre’s marking may result in my mark being lowered, raised or staying the same.
- I enclose payment, as advised by the Exams Officer

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

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>

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>