



# SIR THOMAS RICH'S

## Internal Appeals Procedure for Public Examinations

*Part of the Examinations Suite of Policies*

**Date reviewed:** February 2019

**Responsibility:** The School's Examinations Officer under the supervision of the Senior Management Team (SMT) draws up and implements the Internal Appeals Procedure Policy. The Governors' Curriculum and Evaluation Committee reviews the policy and monitors its implementation. This policy is reviewed annually.

This policy is part of the Examinations Suite of policies. The Examinations Suite of policies details the School's procedures relating to external examinations and the assessments related to these. For the School's general assessment policies, please refer to the Assessment Recording and Reporting Policy (school website: [About Us – Governors and Policies](#)).

**Contents:**

1. Appeals procedure against internally assessed marks (for external examinations)
2. Appeals procedure against centre decisions not to support an enquiry about results
3. Appeals procedure following the outcome of an enquiry about results
4. Internal appeals form
5. Further guidance to inform and implement appeals procedures

**1. Appeals procedure against internally assessed marks (for public examinations)**

Certain components of GCSE and GCE, termed Non-Examination Assessments (NEAs) such as investigations, fieldwork and practical skills, that contribute to the final grade of the qualification are internally assessed (marked) by the centre. The internally assessed marks awarded are then submitted to the awarding bodies by the deadline they set by for external moderation.

**Deadlines for the submission of marks** (Summer 2019 exam series)

Date	Qualification	Details
23/03/2019	GCE Geography	Final date for submission of centre assessed marks of this subject
24/03/2019	GCSE Drama	Final date for submission of centre assessed marks of this subject
05/05/2019	GCSE	Final date for submission of centre assessed marks (WJEC except Drama)
07/05/2019	GCSE	Final date for submission of centre assessed marks (AQA except Art)
15/05/2019	GCSE	Final date for submission of centre assessed marks (OCR and Pearson)
15/05/2019	GCE	Final date for submission of centre assessed marks (AQA, OCR, Pearson and WJEC except Art and Geography)
31/05/2019	GCE & GCSE Art	Final date for submission of centre assessed marks of these subjects

Sir Thomas Rich's is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the regulations and awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Sir Thomas Rich's 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.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

The centre will:

- inform each candidate with an entry for centre assessed work of the mark(s) awarded and advise them that they may request copies of materials (such as a copy of their marked work, the relevant section of the specification and marking criteria) to assist them in considering whether to request a review of the centre's marking of the assessment before marks are submitted to the awarding body;
- having received a request for copies of materials, promptly make them available to the candidate within 7 calendar days;

**Requests for reviews of marking must be made in writing using the Internal Appeals form within 7 calendar days of receiving copies of the requested materials.**

The centre will then:

- carry out the review within 7 calendar days, make any necessary changes to marks and inform the candidate of the outcome, all before the awarding body's deadline for the submission of marks; **This means the final internal deadline to allow time for the request of materials, for the candidate to review them and the centre to carry out the review must be 21 calendar days before the awarding body deadlines for submission of marks specified in the previous table. Requests will not be accepted after the internal 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 candidate and has no personal interest in the outcome of the review;
- instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre;
- inform the candidate promptly in writing of the outcome of the review of the centre's 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 moderated by the awarding body to ensure consistency in marking between centres. The moderation may lead to mark changes. This process is outside the control of Sir Thomas Rich's and is not covered by this procedure.**

## 2. Appeals procedure against centre decisions not to support an enquiry about results

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 available from the exams office.

Candidates are also informed of the arrangements for post-results services in exam briefings before they sit any exams and by letter given out with results. The letter given out with results also details the accessibility of senior members of centre staff immediately after the publication of results.

The service, **Reviews of Results** (ROR) *previously known as Enquiries About Results* (EARs), may be requested by centre staff or candidates (or their parents/carers). **Written candidate consent is required for ROR services 1 (clerical recheck) and 2 (review of marking) using JCQ's Candidate Consent Form. Consent can only be given after the publication of results.** If a query is raised about a particular examination result, the exams officer, teaching staff and Head of Centre will investigate the feasibility of requesting an enquiry at the centre's expense.

When the centre does not uphold a request from a candidate, the candidate may pay the appropriate fee, and a request will be made to the awarding body on the candidate's behalf.

(ROR service 3 (review of moderation) is not available to individual candidates but may be requested by the Head of Centre if he and teaching staff believe any change in centre internally assessed NEA marks of a subject made in external moderation is unjustified.)

If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support an enquiry, an appeal can be submitted to the centre using the **internal appeals form** at least **7 calendar days prior to** the internal deadline (15<sup>th</sup> September) for submitting an ROR, ie by 8<sup>th</sup> September.

## 3. Appeals procedure following the outcome of an enquiry about results

Where the Head of Centre remains dissatisfied after receiving the outcome of an ROR, an appeal may be made to the awarding body, following the guidance in the JCQ publications *Post-results services* <http://www.jcq.org.uk/exams-office/post-results-services> and *A guide to the awarding bodies' appeals processes* <http://www.jcq.org.uk/exams-office/appeals>.

Where the Head of Centre is satisfied after receiving the outcome of an ROR, but the internal candidate and/or their 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 an appeal will be based upon the centre's internal appeals arrangements and will be final.

The **internal appeals form** should be completed and submitted to the centre within **14 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 ROR process. Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant on submission of the internal appeals form (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.

**Candidates or parents/carers are not permitted to make direct representations to an awarding body. Awarding bodies can only enter into discussions over Reviews Of Results with centres and private candidates.**

If the appellant remains dissatisfied with the outcome of the preliminary Appeal, a further written request for an Appeal hearing with the relevant awarding body may be submitted with the Head of Centre's approval and relevant fee. (Details are contained in *A guide to the awarding bodies' appeals processes* <http://www.jcq.org.uk/exams-office/appeals>.) A request for an Appeal hearing must be made within two calendar weeks of receipt of the preliminary Appeal outcome letter. Awarding bodies will reject appeals made outside of this timescale.

#### 4. Internal Appeals Form

This form should be completed in all cases to lodge an appeal.

Please tick to indicate what the appeal is against:

- internally assessed marks
- the centre decision not to support a Review Of Results
- the outcome of a Review Of Results

FOR CENTRE USE ONLY	
Date received	

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

Please state the grounds for your appeal below:

*Continue overleaf if necessary*

**Appeal against internally assessed marks (must be submitted at least 21 calendar days before awarding bodies submission of marks deadline)**

**Appellant declaration**

By signing here, I am confirming I understand the purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body's specification and subject-specific associated documents.

**Signature:**

**Date of signature:**

**Appeal against the centre decision not to support an enquiry about results (by 8<sup>th</sup> September)**

**Appellant declaration**

By signing here, I am confirming I feel there are grounds to appeal against the centre's decision.

**Signature:**

**Date of signature:**

**Appeal against the outcome of an enquiry about results (within 7 calendar days of the outcome of the enquiry)**

**Appellant declaration**

By signing here, I am confirming I understand that the grounds for my appeal must relate to the awarding body's procedures or the application of the post-result service procedures. I also understand that appeals do not generally involve further reviews of marking candidates' work. I also confirm that I will pay in advance any fees which may be charged by the awarding body for the appeal. I understand this fee will be refunded if the appeal is upheld.

**Signature:**

**Date of signature:**

The appellant declaration against the relevant appeal must be signed, dated and returned to the EO, on behalf of the Head of Centre, to the timescale indicated in the internal appeals procedure.

## 5. 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>
- ▶ *Notice to Centres - Reviews of marking (centre assessed marks)*  
<https://www.jcq.org.uk/exams-office/non-examination-assessments>
- ▶ *Notice to Centres – informing candidates of their centre assessed marks* <https://www.jcq.org.uk/exams-office/non-examination-assessments>

### Ofqual publications

- ▶ *GCSE (9 to 1) qualification-level conditions and requirements*  
<https://www.gov.uk/government/publications/gcse-9-to-1-qualification-level-conditions>
- ▶ *GCE qualification-level conditions and requirements* <https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements>