



DROYLSDEN
Academy

Examination Internal Appeals Procedures 2022/2023

This is an annual Policy
Next Review Date: September 2023
Person Responsible: Deputy Headteacher
Approving Body: Headteacher

Internal Appeals Policy – Internally Assessed Modules

Certain GCSE and other qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by Droylsden Academy and internally standardised. The marks awarded (the internal assessment decisions) which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation.

This procedure confirms Droylsden Academy's compliance with JCQ's General Regulations for Approved Centres (section 5.7) that the centre will:

- Have in place and be available for inspection purposes, 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.
- Before submitting marks to the awarding body inform candidates of their centre assessed marks and allow a candidate to request a review of the centre's marking.

Droylsden 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.

Droylsden Academy ensures that all centre staff follow a robust Non-examination Assessment Policy for the management of non-examination assessments including the marking and quality assurance/internal standardisation 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. Droylsden 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 the centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of their work, or that the assessor has not properly applied the marking standards to his/her marking then they may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

Droylsden Academy will:

1. 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. Inform candidates 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. Inform candidates that they may request copies of materials (generally as a minimum, a copy of their marked assessment material (work) and the mark scheme or assessment criteria plus additional materials which may vary from subject to subject) to assist them in considering whether to request a review of the centre's marking of the assessment

4. Having received a request for copies of materials, promptly make them available to the candidate (or for some marked assessment materials, such as art work and recordings, inform the candidate that these will be shared under supervised conditions) within 10 days
5. Inform candidates that they will not be allowed access to original assessment materials unless supervised
6. Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision, informing candidates that if their decision is to request a review they will need to explain what they believe the issue to be
7. Provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing within 5 days of receiving copies of the requested materials to the Examinations Manager.
8. Allow 5 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 for the submission of marks.
9. Ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of the candidate and has no personal interest in the review
10. Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre
11. 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 who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body. A written record of the review will be kept and made available to the awarding body upon request.

The awarding body will be informed if the centre does not accept the outcome of a review.

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 in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Appeals procedure against Centre decisions not to support an enquiry about results

Following the issue of results, the awarding bodies offer post-results services. Full details of these services, internal deadlines for requesting a service and fees charged will be provided by the Examinations Officer.

The service, Enquires about Results (EARs) may be requested by centre staff or candidates (or their parents/carers) if there are reasonable grounds for believing that there has been an error in marking. If a query is raised about a particular examination result, the examinations officer, teaching staff and Deputy Headteacher will investigate the feasibility of requesting an enquiry at the centre's expense.

Where Droylsden Academy does not uphold a request from a candidate, the candidate may pay the appropriate fee and a request made to the awarding body on the candidate's behalf.

If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support the enquiry, an appeal can be submitted to the centre using the internal appeals procedure at least one week prior to the internal deadline for submitting an EAR.

Appeals procedure following the outcome of an enquiry about results

Where the head of centre remains dissatisfied after receiving the outcome of an EAR, an appeal can be made to the awarding body following the guidance in the JCQ Post Results Services publication. Where, after receiving the outcome of an EAR, the centre is satisfied with the outcome but the candidate/parent/carer is not satisfied, they can make a further representation to the head of centre. The head of centre's decision as to whether to proceed with an appeal will be based on the centre's internal appeals arrangement. Candidates/parents/carers are not permitted to make direct representations to an awarding body. The request for an appeal should be submitted to the Head of centre within 10 calendar days of the notification of the outcome of the enquiry.

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 – informing candidates of their centre assessed marks

<https://www.jcq.org.uk/exams-office/non-examination-assessments>

Ofqual publications

GCSE (9-1) qualification-level conditions and requirements

<https://www.gov.uk/government/publications/gcse-9-1-qualification-level-conditions>