

Internal appeals procedure

2020/21

These procedures are reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
November 2020	
Date of next review	November 2021

Key staff involved in internal appeals procedures

Role	Name(s)
Head of centre	Sue Collings
SLT members	Nigel Barlow
Exams officer	Nicola Darrington

Appeals against internal assessment decisions (centre assessed marks)

This procedure confirms Tring Schools compliance with JCQ's *General Regulations for Approved Centres 2020-2021*, 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 as 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 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.

Tring 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.

Tring School 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.

Students' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Tring School is committed to 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.

1. Tring School will inform students that they may request a meeting with their Class Teacher and the Subject Leader where copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) will be available to assist them in considering whether to request a review of the centre's marking of the assessment. This request is to be made within one working day of receiving their mark.
2. Tring School will, having received a request for a meeting and copies of materials, promptly arrange this with the student **within three working days**. This will be with

the class teacher and the Subject Leader. It will be minuted and then these minutes shared with AHT as Line Manager.

3. If following the meeting the student can clearly identify issues that have not been addressed during the meeting then a request for a review of marking **must** be made in writing. **This must be made within two working days of the meeting and with the payment as per the form.** This form is to be brought directly to the Exams Officer in the Exams Office. [Link to form](#)
4. Tring School will arrange for the review to be carried out, to make any necessary changes to marks and to inform the student of the outcome in writing, all before the awarding body's deadline.
5. Tring School 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 student and has no personal interest in the review.
6. Tring School will instruct the reviewer to ensure that the student's mark is consistent with the standard set by the centre.
7. The student will be informed in writing of the outcome of the review of the centre's marking.
8. 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 concern. 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 student's' 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 Tring School and is not covered by this procedure.**

The procedure (in grey font) is quoted directly from the JCQ publication [Reviews of marking \(centre assessed marks\) suggested template for centres](#)

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/controlled-assessments>
<https://www.jcq.org.uk/exams-office/coursework>
<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>