



# **Internal Appeals Procedure (Internal Assessment decisions)**

Sandringham School Academy Trust

## Internal Appeals Procedure (Internal Assessment decisions)

Centre Name	Sandringham School Academy Trust
Centre Number	17535
Date policy first created	09/10/2023
Current policy approved by	Alan Gray
Current policy reviewed by	Anita Headland
Date of next review	09/10/2024

### Key staff involved in the policy

Role	Name
Head of Centre	Alan Gray
Senior leader(s)	Thom Leat
Exams officer	Anita Headland
Other staff (if applicable)	n/a

This procedure is reviewed and updated annually to ensure that appeals against internal assessment decisions (centre assessed marks) at Sandringham School Academy Trust are managed in accordance with current requirements and regulations in the JCQ publications **General Regulations for Approved Centres** (GR 5.7), **Instructions for conducting non-examination assessments** (ICNEA 6.1). This procedure is also informed by the JCQ publications **Reviews of marking (centre assessed marks) suggested template for centres** and **Notice to Centres - Informing candidates of their centre assessed marks**.

## **Introduction**

Certain qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by Sandringham School Academy Trust and internally reviewed/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.

The moderation process carried out by the awarding body 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.

The qualifications delivered at Sandringham School Academy Trust containing components of non-examination assessment/units of coursework are:

GCSE, GCE, Functional Skills, Entry Level Certificates, Project Qualifications, BTEC Edexcel, OCR Cambridge Technical, OCR Cambridge Nationals

## **Purpose of the procedure**

The purpose of this procedure is to confirm the arrangements at Sandringham School Academy Trust for dealing with candidate appeals relating to internal assessment decisions.

This procedure ensures compliance with JCQ regulations which state that centres must:

- 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

## **Principles relating to centre assessed marks**

The head of centre/senior leader(s) at Sandringham School Academy Trust will ensure that the following principles are in place in relation to marking the work of candidates:

- A commitment to ensuring that whenever teaching staff mark candidates' work, that this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents
- All centre staff follow a robust Non-examination Assessment Policy (for the management of non-examination assessments). This policy details all procedures relating to non-examination assessments for relevant qualifications delivered in the centre, 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
- A commitment to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher/tutor is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking
- On being informed of their centre assessed mark(s), if candidates 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 their marking, then they may make use of the internal appeals procedure below to consider whether to request a review of the centre's marking

Additional centre-specific principles:

All marks are given to the students via email.

## **Procedure for appealing internal assessment decisions (centre assessed marks)**

The head of centre/senior leader(s) at Sandringham School Academy Trust will:

- 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
- 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 work submitted
- Inform candidates that they may request copies of materials (generally as a minimum, a copy of the 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
- Having received a request for copies of materials, promptly make them available to the candidate (for some marked assessment materials, such as artwork and recordings, inform the candidate that the originals will be shared under supervised conditions) within the period of time as specified (see **Deadlines** below)
- Provide candidates with sufficient time 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
- Provide a clear deadline for candidates to submit a request for a review of the centre's marking and confirm understanding that requests must be made in writing and will not be accepted after this deadline (see **Deadlines** below)
- Require candidates to make requests for a review of centre marking by completing an Internal Appeals form which can be found on the Exam page of the school website.
- Allow sufficient time 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 (see **Deadlines** below)
- Ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question 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 in writing of the outcome of the review of the centre's marking
- Ensure the outcome of the review of the centre's marking is 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
- Ensure a written record of the review is kept and made available to the awarding body upon request
- Ensure the awarding body is informed if the centre does not accept the outcome of a review

Additional centre-specific procedure:

Students must request a review within 3 working days of being given their mark. Reviews must be requested using the Internal Appeals application form on the Exams page of the school website.

### **Deadlines and timescales**

- Upon request, copies of materials will be made available to the candidate within 2 working days

- The deadline to request a review of marking must be made within 5 working days of the candidate receiving copies of the requested materials
- The process for completing the review, making any changes to marks, and informing the candidate of the outcome will be completed within 5 working days, all before the awarding body's deadline for the submission of marks

## Changes 2023/2024

(Changed) Under **Procedure for appealing internal assessment decisions:** ...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 (To) 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 work submitted

### Centre-specific changes

Marks for all subjects are now advised to the student via email

If the candidate does not agree with the outcome of the appeal, they should then follow the Complaints & Appeals procedure & make a formal complaint.

A complaints form should be completed.

Forms are available from the Exams Officer and are also on the school website.

Completed forms should be returned to the Exams Officer.

Forms will be logged by the Centre & acknowledged within 2 working days.

How the complaint is investigated

The Head of Centre will further investigate or appoint a member of the senior leadership team, who has not been involved in the complaint and has no personal interest in the outcome, to investigate the complaint and report on their findings & conclusion.

The findings & conclusion will be provide to the complainant within 3 working weeks or before if the marks deadline is sooner.

Appeals

If the complainant is dissatisfied by the outcome of their complaint, an appeal can be submitted no later than 2 working days after they have been advised of the complaint outcome.

The appeal must be submitted in writing by completing the complaints form (as above) and returning it to the Exams Officer.

The form will be acknowledged & logged within 2 working days.

The appeal will be considered by the Chair of Governors (or a special Committee of the Governing body)

The Chair of Governors/Committee will inform the complaint of their final conclusion.

In all of the above the deadline for the input of the student's mark will be considered and the exam board will be contacted to request an extension if that becomes necessary.