

# **The Bromfords School and Sixth Form College**



## **Internal Appeals Policy for Non-Examination Assessments and Controlled Assessments**

## Key staff involved in internal appeals procedures

Role	Name(s)
Head of Centre	<b>Mr M Coulson</b>
SLT members	<b>Mr J Tree</b>
Exams officer	<b>Mrs D Brown</b>

Certain components of GCSE and GCE (GCSE controlled assessments, GCE coursework, 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 are then submitted by the deadline set by the awarding body for external moderation.

This policy details all procedures relating to non-examination assessments for GCE and GCSE, 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 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 given 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 this appeals procedure to consider whether to request a review of the centre's marking.
- Candidates will be informed that the centre assessed mark is not their final grade. They will also be informed that this mark may go up or down depending on moderation and is given to students as a guide of their achievement for that particular section of their overall award.
- Candidates will be informed 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. Candidates will be informed that the centre's appeals policy is on the school website.
- The Bromfords School and Sixth Form College will, having received a request for copies of materials, make them available to the candidate within three (3) working days.
- Candidates are required to submit an appeal using the internal appeals form (Appendix 1) within five (5) working days of receiving copies of the requested materials
- The Bromfords School and Sixth Form College will allow five (5) working days for the review to be carried out. A charge of £25.00 will be made for each subject appeal. If the appeal is successful this will be refunded.
- The centre 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.

- The centre will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- The centre 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 mark submitted to the awarding body is subject to change and should therefore be considered provisional.

# APPENDIX 1

## Internal appeals form

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

FOR CENTRE USE ONLY	
Date received	
Reference No.	

- 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

*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

- ▶ 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>
- ▶ Notice to Centres – informing candidates of their centre assessed marks  
<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>

COMPILED BY: K BODDINGTON	ISSUE:
APPROVED BY: _____ Chair of ----- Date:	REVIEW DATE: