



# St Ives School

## Internal Appeals Procedures

### 2024-2025

**School Name:** St Ives School

**Consultation:** This policy has been written in line with DfE legislation and is reviewed annually to ensure compliance with current regulations

**Dissemination:** Website and staff share.

**Date policy to be approved by Governors:** 31<sup>st</sup> March 2023

**Date policy becomes effective:** Immediately

**Review date:** November 2025

**Person responsible for Implementation and Monitoring:** Exams Officer/Head of School/HOF

**Links to other relevant policies:** JCQ Policies, Exam Policy, Post Results Reviews and Appeals Policy, Non-Examination Assessment Policy, TPAT Complaints Policy

#### Key staff involved in internal appeals procedures

Role	Name(s)
Head of Centre	Simon Horner
Head Teacher	Simon Horner
Exams Officer	Sara Farrington

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## **Purpose of the Procedure**

This procedure confirms St Ives School's compliance with JCQ's *General Regulations for Approved Centres 2020-2021*, (section 5.3, 5.8) that the centre will:

- *have in place 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. This procedure will be reviewed annually.*
- *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*
- *draw to the attention of candidates and their parents/carers its written internal appeals procedure*

This procedure covers appeals relating to:

- Internal assessment decisions (centre assessed marks)
- Centre decisions not to support an application for clerical re-check, a review of marking, a review of moderation or an appeal
- Centre decisions relating to access arrangements and special consideration
- Centre decisions relating to other administrative issues

## **Appeals against internal assessment decisions (centre assessed marks)**

Certain qualifications contain components/units of non-examination assessment, controlled assessment and/or coursework which are internally assessed (marked) by centres 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.

The qualifications delivered at [Centre Name] containing internally assessed components/units are:

- GCSE English Language (Speaking/listening endorsement)
- GCSE Food Technology
- GCSE Design & Technology
- GCSE Drama
- GCSE Music
- GCSE Film Studies
- GCSE Art
- GCSE Graphics
- Cambridge Nationals Sport Studies
- Cambridge Nationals iMedia
- BTEC Tech Award in Performing Arts (Dance)
- Higher Level Project
- ELC Maths
- ELC English
- ASDAN

St Ives School is committed to ensuring that assessment of candidates' work is carried out fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

St Ives School ensures that all centre staff follow a robust policy regarding the management of non-examination assessments including controlled assessment and coursework. This policy details all procedures relating to GCSE non-examination assessments, Higher Level Project, Entry Level Certificates and BTEC/Cambridge National qualifications, 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, and do not have any potential conflicts of interest. If AI tools have been used to assist in the marking of candidates' work, they will not be the sole marker. St Ives School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Internal moderation and standardisation will ensure consistency of marking.

On being informed of their 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 the marking, then the candidate may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

St Ives School 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 work submitted
3. inform candidates that they may request copies of materials (generally as a minimum, 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. Materials will be made available to candidates promptly following any request, within 3 working days
4. inform candidates they will not be allowed access to original assessment material, including artifacts, unless supervised
5. provide candidates with sufficient time, usually 5 working days, to allow them to review copies of materials and reach a decision
6. 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 for reviews of marking **must** be made in writing by the candidate's parents and submitted to the teacher and copied to the HOF. The request must specify on what grounds the candidate is appealing. Requests must be made within one week of the student receiving their mark.

7. 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 before the awarding body's deadline.
8. 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 and has no personal interest in the review. St Ives School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate and parents/carers will be informed in writing of the outcome of the review of the centre's marking.

The Headteacher will be informed of the outcome of the review and will have the final decision if there is any disagreement on the mark to be submitted to the awarding body. 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.

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.

#### **Appeals against decisions to reject a candidate's work on the grounds of malpractice**

The JCQ Information for candidates documents (Coursework, Non-examination assessments, Social media) which are distributed to all candidates prior to relevant assessments taking place, inform candidates of the things they must and must not do when they are completing their work.

St Ives School ensures that those members of teaching staff involved in the direct supervision of candidates producing work for assessments are aware of the potential for malpractice.

Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication does not need to be reported to the awarding body but will be dealt with in accordance with the centre's internal procedures. The only exception to this is where the awarding body's confidential assessment material has potentially been breached. The breach will be reported to the awarding body immediately.

If there are doubts about the authenticity of the work of a candidate or irregularities are identified in a candidate's work after the candidate has signed the declaration of authentication/authentication statement (where required) and malpractice is suspected, St Ives School will:

- follow the authentication procedures and/or malpractice instructions in the relevant JCQ document (Instructions for conducting non-examination assessments/Instructions for conducting coursework) and any supplementary guidance that may be provided by the awarding body. Where this may lead to the decision to not accept the candidate's work for

assessment or to reject a candidate's coursework on the grounds of malpractice, the affected candidate will be informed of the decision.]

If a candidate who is the subject of the decision disagrees with the decision:

- a written request, setting out as clearly and concisely as possible the grounds for the appeal including any further evidence relevant to supporting the appeal, should be submitted to the Headteacher

The appellant will be informed of the outcome of the appeal within 5 working days of the appeal being received and logged by the centre.

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This procedure is informed by the JCQ documents [Instructions for conducting non-examination assessments](#) (4.6, 6.1, 9), [Instructions for conducting coursework](#) (6, 7, 13.5), [Review of marking \(centre assessed marks\) suggested template for centres](#), [Notice to Centres - Informing candidates of their centre assessed marks](#) and [Suspected Malpractice: Policies and Procedures](#) (4.5)

### **Appeals against the centre's decision not to support an application for a clerical check, a review of marking, a review of moderation or an appeal**

This procedure confirms St Ives School's compliance with JCQ's *General Regulations for Approved Centres, section 5.13* that the centre will:

- *have available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support an application for a clerical re-check, a review of marking, a review of moderation or an appeal.*

Following the issue of results, awarding bodies make post-results services available. Candidates have the right to request post results services. The procedure for this is documented in the Policy on [Post Examination Reviews and Access to Scripts](#).

Candidates are made aware of the arrangements for post-results services prior to the issue of results. Candidates are also informed of the periods during which senior members of centre staff will be available immediately after the publication of results so that results may be discussed, and decisions made on the submission of reviews of marking. Candidates are made aware/informed in the Exam Booklet issued with their timetable, and also in the Exam Assembly held before the mock examinations in the Autumn Term.

Where a concern is expressed that a particular result may not be accurate, the centre will look at the marks awarded for each component part of the qualification alongside any mark schemes, relevant result reports, grade boundary information, etc. when made available by the awarding body to determine if the centre supports any concerns. The exams officer and teaching staff will investigate the feasibility of requesting a review of marking supported by the centre.

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for a RoR service 1 or 2 (including priority service 2) is submitted to the awarding body. Consent is required to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded. Candidate consent must only be collected after the publication of results.

Where the centre does not uphold a request from a candidate, for example, if the risk of the mark being lowered was too high, the candidate has the right to appeal.

If the candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision not to support a review, an internal appeal can be submitted to the Headteacher in writing no later than 3 working days before the deadline for RoR. The appellant will be informed of the outcome of his/her appeal before the deadline for RoR.

Following the RoR outcome, an external appeals process is available if the head of centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications Post-Results Services and JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes) will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the Headteacher is satisfied after receiving the Review of Results (RoR) outcome, but the candidate (or his/her 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 Headteacher's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the JCQ Appeals Booklet. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

Candidates or their parent/carer should write to the Headteacher with their concern within seven calendar days of the notification of the outcome of the RoR. Subject to the Headteacher'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 review of results process. Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (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 school.

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This procedure is informed by the JCQ documents [Post-Results Services](#) and [A guide to the awarding bodies' appeals processes](#)

## **Appeals regarding centre decisions relating to access arrangements and special consideration**

This procedure confirms St Ives School's compliance with JCQ's **General Regulations for Approved Centres** (section 5.3z) that the centre will:

- have in place for inspection a written internal appeals procedure which must cover at least appeals regarding... centre decisions relating to access arrangements and special consideration. This will be reviewed annually.

St Ives School will:

- comply with the principles and regulations governing access arrangements and special consideration as set out in the JCQ publications **Access Arrangements and Reasonable Adjustments** and **A guide to the special consideration process**
- ensure that all staff who manage and implement access arrangements and special consideration are aware of the requirements and are appropriately supported and resourced

## **Access arrangements and reasonable adjustments**

In accordance with the regulations, St Ives School

- recognises its duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates.
- complies with its responsibilities in identifying, determining and implementing appropriate access arrangements and reasonable adjustments

Failure to comply with the regulations have the potential to constitute malpractice which may impact on a candidate's result(s).

Examples of failure to comply include:

- putting in place access arrangements/adjustments that are not approved
- failing to consider putting in place access arrangements (which may be a failure to comply with the duty to make reasonable adjustments)
- permitting access arrangements/adjustments within the centre which are not supported by appropriate evidence
- charging a fee for providing reasonable adjustments to disabled candidates **Special consideration**

## **Special Consideration**

Where St Ives School has appropriate evidence signed by a member of the senior leadership team to support an application, it will apply for special consideration at the time of the assessment for a candidate who is affected by adverse circumstances beyond their control when the issue or event has had, or is reasonably likely to have had, a material effect on the candidate's ability to take an assessment or demonstrate their normal level of attainment in an assessment.

## **Centre decisions relating to access arrangements, reasonable adjustments and special consideration**

This may include St Ives School's decision not to make/apply for a specific reasonable adjustment or to apply for special consideration, in circumstances where a candidate does not meet the criteria for, or there is no evidence/insufficient evidence to support the implementation of an access arrangement/reasonable adjustment or the application of special consideration.

Where St Ives School makes a decision in relation to the access arrangement(s), reasonable adjustment(s) or special consideration that apply for a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied with its responsibilities or followed due procedures, a written request setting out the grounds for appeal should be submitted
- A candidate's parent/carer should write expressing their concern to the Head Teacher within 7 days of being notified of the decision.

To determine the outcome of the appeal, the head of centre will consult the respective JCQ publication to confirm the centre has complied with the principles and regulations governing access arrangements and/or special consideration and followed due procedures.

The appellant will be informed of the outcome of the appeal within 10 working days of the appeal being received and logged by the school.

If the appeal is upheld, St Ives School will proceed to implement the necessary arrangements/submit the necessary application].

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This procedure is informed by the JCQ publications [A guide to the awarding bodies' appeals processes](#) (chapter 3), [Suspected Malpractice: Policies and Procedures \(section 3.3\)](#), [General Regulations for Approved Centres \(section 5.4\)](#), [Access Arrangements and Reasonable Adjustments](#) (Importance of these regulations) and [A guide to the special consideration process](#) (sections 1, 2, 6)

## **Appeals regarding centre decisions relating to other administrative issues**

Circumstances may arise that cause St Ives School to make decisions on administrative issues that may affect a candidate's examinations/assessments.

Where St Ives School may make a decision that affects a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied with the regulations or followed due process, a written request setting out the grounds for appeal should be submitted

The appellant will be informed of the outcome of the appeal within 10 working days of the appeal being received and logged by the school.

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This procedure is informed by the JCQ document [A guide to the awarding bodies' appeals processes](#) (7)