



St Ives School

Internal Appeals Procedures

2023-2024

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: 31st March 2023

Date policy becomes effective: Immediately

Review date: November 2024

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

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 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*
- *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

1. Appeals against internal assessment decisions (centre assessed marks)

Certain components of GCSE (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 (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

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 *Non-examination assessment policy* (for the management of GCSE non-examination assessments). This policy details all procedures relating to GCSE non-examination assessments, 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. 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 his/her work, or that the assessor has not properly applied the marking standards to his/her marking, then he/she 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 unless supervised
5. 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
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. 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 of the centre's marking and this review will be logged as a complaint. The Headteacher 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.

The procedure is informed by the JCQ publications [Instructions for conducting non-examination assessments](#) (6.1), [Reviews of marking \(centre assessed marks\) suggested template for centres.](#) and [Notice to Centres -Informing candidates of their centre assessed marks](#)

2. 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/accessible 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.

If a concern is raised about a particular examination result, the exams officer and teaching staff will investigate the feasibility of requesting a review of marking supported by the centre.

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.

3. 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 and available for inspection a written internal appeals procedure which must cover at least appeals regarding... centre decisions relating to access arrangements and special consideration

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**

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 has temporarily experienced illness, injury or some other event outside of 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 his or her 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].

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)