

**VERULAM SCHOOL**

Internal appeals procedures

2019/20

These procedures are reviewed annually to ensure compliance with current regulations

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| **Approved/reviewed by** |
| Mr P Ramsey, Head of Centre |
| **Date of next review** | September 2020 |

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

This procedure confirms Verulam School’s compliance with JCQ’s *General Regulations for Approved Centres 2018-2019, section 5.7* 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. 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 (legacy 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.

Deadlines for the submission of marks can be found on the relevant exams board’s website.

Verulam School is committed to ensuring that whenever its staff mark candidates’ work this is done fairly, consistently and in accordance with the awarding body’s specification and subject-specific associated documents.

Verulam 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.

Candidates’ work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Verulam School 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 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 mark scheme 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.

1. Verulam School 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.
2. If candidates feel the marking is not consistent with the marking school they may request copies of materials to put forward their findings (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) This will assist them in considering whether to request a review of the centre’s marking of the assessment. Requests should be made in writing to the subject teacher or Head of Department detailing their findings.
3. Verulam School will, having received a request for copies of materials, promptly make them available to the candidate.
4. Verulam School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing to the Head of Centre, Mr Ramsey. A non-refundable fee of £30 must be paid to initiate the review.
6. Verulam 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 candidate and has no personal interest in the review.
7. Verulam School will instruct the reviewer to ensure that the candidate’s mark is consistent with the standard set by the centre.
8. The candidate will be informed in writing of the outcome of the review of the centre’s marking.
9. 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 complaint. 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 candidates’ 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 Verulam School and is not covered by this procedure.

**Reviews of marking - Centre Assessed marks – Deadlines**

**EPQ – deadline of input 5/11/19**

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| All Centre assessed units to be marked & internally moderated by | 4/10/19 |
| Candidates to be advised of marks | 10/10/19 |
| Candidate to request copies of materials by | 1410/19 |
| Candidate to request a review by | 17/10/19 |
| Candidate to receive outcome letter by | 24/10/19 |

**PE – deadline for input 31/3/19**

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| All Centre assessed units to be marked & internally moderated by: | 13/3/2020 |
| Candidates to be advised of marks by (point 1 page 2) | 17/3/2020 |
| Candidate to request copies of materials by: | 19/3/2020 |
| Candidate to request a review by (point 5 page 3) | 23/3/2020 |
| Candidate to receive outcome letter by (point 9 page 3) | 27/3/2020 |

**AQA GCSE subjects incl. English spoken endorsement**

**deadline for input 7/5/19**

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| All Centre assessed units to be marked & internally moderated by: | 23/4/2020 |
| Candidates to be advised of marks by (point 1 page 2) | 27/4/2020 |
| Candidate to request copies of materials by: | 29/4/2020 |
| Candidate to request a review (point 5 page 3) | 1/5/2020 |
| Candidate to receive outcome letter by (point 9 page 3) | 6/5/2020 |

**GCSE, GCE & Level 3 qualifications**

**deadline for input 15/5/19**

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| All Centre assessed units to be marked & internally moderated by: | 27/04/2020 |
| Candidates to be advised of marks by (point 1 page 2) | 30/4/2020 |
| Candidate to request copies of materials by: | 3/5/2020 |
| Candidate to request a review by (point 5 page 3) | 7/5/2020 |
| Candidate to receive outcome letter by (point 9 page 3) | 13/5/2020 |

**Art & Design (Art & Photography)**

**deadline for input 31/5/19**

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| All Centre assessed units to be marked & internally moderated by: | 7/5/2020 |
| Candidates to be advised of marks by (point 1 page 2) | 11/5/2020 |
| Candidate to request copies of materials by: | 13/5/2020 |
| Candidate to request a review by (point 5 page 3) | 15/5/2020 |
| Candidate to receive outcome letter by (point 9 page 3) | 20/5/2020 |

1. **Appeals against the centre’s decision not to support a clerical check, a review of marking, a review of moderation or an appeal**

This procedure confirms Verulam School’s compliance with JCQ’s *General Regulations for Approved Centres 2017-2018, section 5.14* that the centre has in place ***“****a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal...”*

Following the issue of results, awarding bodies make post-results services available. A letter will be included with the student’s statement of results which provides full details of these services, internal deadlines for requesting a service and fees charged.

Candidates are also informed of the arrangements for post-results services **before** they sit any exams. Senior members of centre staff are available for advice immediately after the publication of results at the School.

If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, an enquiry about the result may be requested.

# E*nquiries about results* (EARs) offers three services.

# Service 1 – clerical re-check

# Service 2 – review of marking

# Service 3 – review of moderation (this service is not available to an individual candidate)

# Written candidate consent is required in all cases before a request for an EAR service 1 or 2 is submitted to the awarding body as with these services candidates’ marks and subject grades may be lowered. Candidate consent can only be collected after the publication of results.

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

# All Review of Marking requests must be supported by the school and a signature of either the subject teacher, a senior teacher or a member of the Sixth Form Team will always be required on the Review of Marking application form. The fee must be returned with the application form. The deadlines cannot be amended.

# If the centre does not support the appeal and the candidate believes there are grounds to appeal against the centre’s decision not to support an enquiry, an internal appeal can be submitted to the centre. Appeals should be made in writing to the Head of Centre, Mr Ramsey, at least 5 working days prior to the internal deadline for submitting a Review of Results.

The appellant will be informed of the outcome of his/her appeal within 48 hours of receipt

Following the Review of Results 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 Head of Centre is satisfied after receiving the Review of Results 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 Head of Centre’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.

A written appeal addressed to the Head of Centreshould be completed and submitted to the centre within 5 days of the notification of the outcome of the Review of Results. Subject to the head of centre’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 enquiry about 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 centre.

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>