



## Internal appeals procedures 2018-19

<b>Lead Person:</b>	<b>Director of Studies</b>
<b>Governing Body Committee:</b>	<b>Admissions</b>
<b>Required by:</b>	<b>JCQ</b>
<b>Review:</b>	<b>November 2019</b>

### 1. Appeals procedure against internally assessed marks

1.1 Crypt 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.

1.2 Crypt 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.

1.3 Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Crypt 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.

1.4 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 this appeals procedure to consider whether to request a review of the centre's marking.

1.5 Crypt 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.

1.6 Crypt School will inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification 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. These materials must be requested from the appropriate HoD within **THREE WORKING DAYS** of the candidate receiving their internally assessed mark.

1.7 Crypt School will, having received a request for copies of materials, promptly make them available to the candidate within **TWO WORKING DAYS**. HoDs will provide these materials and inform the Exams Officer of the request.

1.8 Crypt School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.

1.9 Requests for reviews of marking **must** be made in writing within **THREE WORKING DAYS** of receiving copies of the requested materials by completing the **internal appeals form**. **This must be submitted to the Exams Officer**.

1.10 Crypt School will allow **FIVE CALENDAR DAYS** for the review to be carried out, to make any necessary changes to marks and to inform the candidate, in writing, of the outcome, all before the awarding body's deadline.

1.11 Crypt 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. The candidates work may be shared outside the centre for the review of marking to be conducted. HoDs who are unable to find an appropriate assessor will consult their line manager or if they are not available another member of SLT

1.12 Crypt School will instruct the assessor to ensure that the candidate's mark is consistent with the standard set by the centre. HoDs will provide the assessor with appropriate materials.

1.13 The outcome of the review of the centre's marking will be returned to the exams officer and made known to the head of centre and candidate 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.

1.14 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 Crypt School and is not covered by this procedure.

## **2. Appeals procedure against centre decisions not to support a review of result (RoRs)**

2.1 Following the issue of results awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the exams officer.

2.2 Candidates are also informed of the arrangements for post-results services **before** they sit any exams and the accessibility of senior members of centre staff immediately after the publication of results by briefing and letter.

2.3 Crypt School will support reviews of results provided the candidate has given written consent and the candidate incurs all costs associated with the enquiry.

2.4 RoRs service 3 is not available to individual candidates. This is because it involves all candidates. If a request is made for a service 3 enquiry the exams officer, teaching staff and head of centre will investigate the feasibility of requesting an enquiry at the centre's expense.

2.5 If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support a review of results for service 3, an appeal can be submitted to the centre using the **internal appeals form** at least **one week prior** to the internal deadline for submitting a RoRs.

### **3. Appeals procedure following the outcome of an enquiry about results**

3.1 Where the head of centre remains dissatisfied after receiving the outcome of an RoRs, an appeal will be made to the awarding body, following the guidance in the JCQ publications *Post-results services* and *A guide to the awarding bodies' appeals processes*.

3.2 Where the head of centre is satisfied after receiving the outcome of a RoRs, but the internal candidate and/or their parent/carer is not satisfied, they may make a further representation to the head of centre through the internal appeals form. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

3.3 The **internal appeals form** should be completed and submitted to the centre within **7 calendar days** of the notification of the outcome of the enquiry. Subject to the head of centre's decision, this will allow the centre to process the appeal and submit to the awarding body within the required 14 calendar days.

3.4 Awarding body fees which may be charged for the appeal must be paid by the appellant on submission of the internal appeals form. 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.

## Internal appeals form

This form should be completed in all cases to lodge an appeal.

Please tick to indicate what the appeal is against:

- internally assessed marks
- centre decision not to support a review of results
- the outcome of a review of results

**FOR EXAM OFFICE ONLY**

Date  
received



Name of appellant		Candidate name <i>if different to appellant</i>	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below:

*Continue overleaf if necessary*

### Appellant declaration

By signing here, I am confirming I understand that any appeal may result in marks going up, down or staying the same. I understand I must comply with the deadlines within the internal appeals procedure.

I also confirm that I will pay in advance any fees which may be charged by the awarding body for an appeal following the outcome of a review of results. I understand this fee will be refunded if the appeal is upheld.

Signature:

Date of signature:

**The appellant declaration against the relevant appeal must be signed, dated and returned to the Exams Officer to the timescale indicated in the internal appeals procedure.**

## Internal Appeals Review of Marking Outcome



Candidate name		Level and Subject	
Awarding body		NEA Paper Code	
<input type="checkbox"/> Work has been marked in accordance with the mark scheme, no changes to mark awarded to the candidate  <input type="checkbox"/> Work not marked fully in accordance with the mark scheme, changes to mark awarded to the candidate			
Old Mark		New Mark	
Reviewees Signature		Date	

Work will now be moderated by the awarding body to ensure consistency in marking between centres. Please be aware the moderation process may lead to mark changes. This process is outside the control of Crypt School.

<b>FOR EXAM OFFICE USE ONLY</b>	
Date received	
Date to candidate	