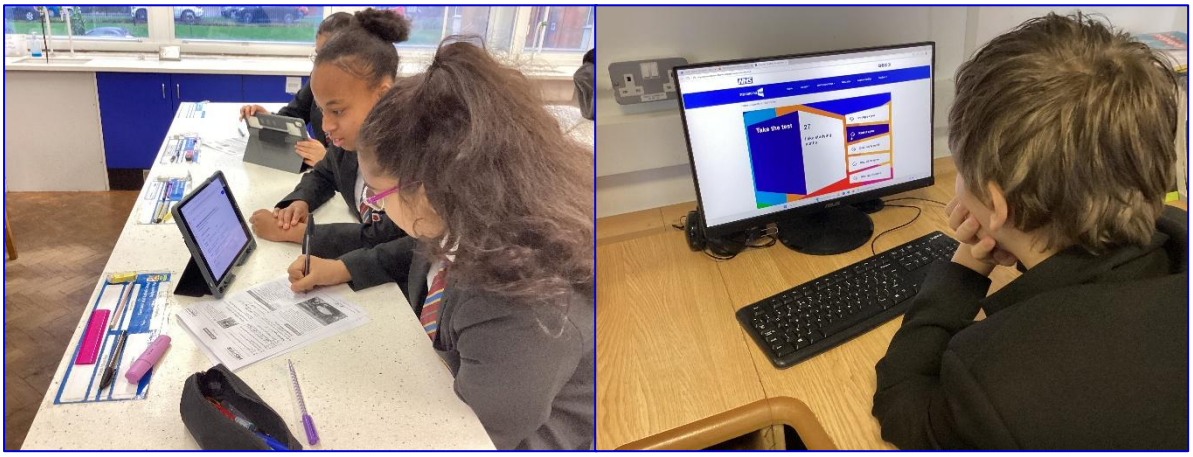
Saint John Wall Catholic School

A Catholic School For All

Mission Statement

'To educate each and every unique child in our care to hear and respond to what God calls them to be'



Examinations Internal & External Appeals Policy JCQ4

- For God is my witness, how I long for you all with the affection of Christ Jesus.

Philippians 1:8

JUNE 2023 Ofsted Good Provider

February 2024 Catholic Schools Inspectorate Report 'Good'

INTERNAL APPEALS PROCEDURE

Policy on Internal Assessments for Qualifications with English Awarding Bodies

This applies to GCSE, GCE, BTEC and Cambridge National coursework, controlled assessments etc providing the work is assessed internally.

In accordance with the Code of Practice for the conduct of external qualifications produced by the DfE/JCQ, Saint John Wall Catholic School is committed to ensuring that:

- Staff that have the appropriate knowledge, understanding and skills conducts internal assessments.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject.
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and/or assessment attends any compulsory training sessions.

On being informed of their marks from this centre, 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.

Written Appeals Procedure

Each Awarding Body publishes procedures for appeals against its decisions, and the Examinations Officer will be able to advise pupils and parents/carers of these procedures.

The Awarding Body may make appeals to the school regarding the procedures used in internal assessment, but not the actual marks or grades submitted by the school for moderation.

Head of subject/subject teachers

- Subject teachers 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.
- A pupil or parent/carer desiring to appeal against the procedure should inform the subject teacher of their intention to appeal against the procedure used in internal assessments, at which the Examinations Officer, should be contacted to discuss the procedure.
- The head of subject will inform candidates 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.
- Candidate should receive a prompt response for a request for copies of materials and make them available to the candidate within **5 calendar days**.
- On receipt of the subject-specific documents, the candidate will have no more than **5 calendar days** in order to allow them to review copies of materials and reach a decision.

Examinations Officer

Will ensure:

- A pupil or parent/carer wishing to appeal against the procedure used in internal assessments should contact the Examinations Officer, as soon as possible to discuss the appeal.
- The deadline for candidates to submit a request for a review of the centre's marking must be made in writing to the EO within **5 calendar days** of receiving copies of the requested materials by completing the **internal appeals form**.
- Saint John Wall Catholic School will allow a further **5 calendar days** for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
- Either the senior leader or the bucket lead for the subject 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 and will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- The examination office 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 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 line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

A review of marking, a review of moderation or an appeal

This applies to GCSE BTEC and Cambridge Nationals that are assessed externally. In general, it relates therefore to written papers, and also the few pieces of controlled/non-examined assessment that are wholly assessed externally.

Candidates will be 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.

If the Head of School, subject, 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 for:

- Service 1 - clerical re-check
- Service 2 - review of marking
- Service 3 - review of moderation (this service is not available to an individual candidate)

The examinations office will arrange written candidate consent (informed consent via candidate email is acceptable) before a request for 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, head of centre, the exams officer and teaching staff and head of centre will investigate the feasibility of requesting an enquiry. Where the centre does not uphold a request from a candidate, the candidate may pay the appropriate ROR fee to the centre, and a request will be made to the awarding body on the candidate's behalf.

If the candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision not to support an enquiry, an internal appeal can be submitted to the EO by completing the internal appeals form at least **5 calendar days** prior to the internal deadline for submitting an ROR.

The appellant will be informed of the outcome of his/her appeal, before the internal deadline for submitting an 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 head of centre is satisfied after receiving the 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 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.

The internal appeals form should be completed and submitted to the centre within **5 calendar days** of the notification of the outcome of the ROR. 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.

Candidate Request for Access to Scripts

If a candidate requires an access to any of their scripts, which the school does not deem necessary, a written request must be submitted to the Exam's Office by the end of the first week back in school in September. If there is cost involved this must be paid by the candidate prior to the request being processed.

Ratified by Governors: 12/10/2026
Review Date: 12/10/2027
(This policy will remain in force beyond the review date if no updates are required)