



Budmouth College

Internal Appeals Procedures 2018-2019

Governors' Committee responsible:	Curriculum
Link Senior Leader responsible:	Dr Ade Bungay
Date:	September 2018
Next review date:	September 2019

Working Together, Creating Opportunities

The Policy has been reviewed using the equality impact assessment initial screening record and positive impact is explicitly intended and very likely.

All *policies* can be found on the College 'R' drive in the Policies folder.

Equality Impact Assessment – initial screening record

1. What area of work is being considered?

Internal Appeals Procedures 2018/2019

2. Upon whom will this impact?

All Students

3. How would the work impact upon groups; are they included and considered?

The Equality Strands	Negative impact	Positive impact	No impact
Minority ethnic groups		✓	
Gender		✓	
Disability		✓	
Religion, Faith or belief		✓	
Sexual Orientation		✓	
Transgender		✓	
Age (N/A to pre-school and school children)		✓	
Rurality		✓	

4. Does data inform this work, research and/or consultation, and has it been broken down by the equality strands?

	NO	YES	Uncertain
Minority ethnic groups		✓	
Gender	✓		
Disability		✓	
Religion, Faith or belief	✓		
Sexual Orientation	✓		
Transgender	✓		
Age		✓	
Rurality	✓		

Does the initial screening highlight potential issues that may be illegal? YES / **NO**

Further comments:-

Do you consider that a full Equality Impact Assessment is required? YES / **NO**

Initial screening carried out by

Sarah Ford

Signed

Date 26th September 2018

Comment by Principal:

Date.....

Appeals against internal assessment decisions (centre assessed marks)

This procedure confirms Budmouth College'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 as 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, GCE and Project qualifications which contribute to the final grade of the qualification are internally assessed (marked) by the subject teacher. This includes GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments, Spoken Language Endorsement for GCSE English Language and the Practical Skills Endorsement for A Level Sciences. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

Awarding Body deadlines for the submission of marks (Summer 2019 exam series)

Date	Qualification	Details
07/05/2019	GCSE	Final date for submission of internally assessed marks for GCSE (AQA, OCR, Pearson and WJEC)
15/05/2019	GCE	Final date for submission of internally assessed marks (AQA, OCR, Pearson and WJEC)
31/05/2019	GCSE and GCE	Final date for submission of internally assessed marks (AQA, OCR, Pearson and WJEC) for Art and Design and Dance

Budmouth College 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.

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

1. Budmouth College 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. Any candidate wishing to request a review of an internally assessed mark will need to explain their reasoning.

2. A fee of £30 will be charged for each request for a review of centre assessed marks. This fee is in line with exam board fees for a Review of Marking and will be reviewed annually.
3. Budmouth College 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.
4. Budmouth College will, having received a request for copies of materials, promptly make them available to the candidate within 5 working days.
5. Budmouth College will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
6. Requests for reviews of marking **must** be made in writing within 5 working days of receiving copies of the requested materials by completing the Internal Appeals Form. Requests will not be accepted after this time.
7. Budmouth College will allow 5 working 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.
8. Budmouth College will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre. See Appendix A for more details.
9. The outcome of the review of the centre's marking will be made known to the head of centre. A written record will be kept and made available to the awarding body upon request.
10. The candidate will be informed in writing of the outcome of the centre's marking.
11. No awarding body will allow centre assessed marks to be submitted after their published deadline in order to accommodate candidates' requests for a review of an internal assessment.

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 in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Appendix A

How the review is to be conducted.

- a. The review will be conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of the candidate, and has no personal interest in the outcome of the review.

This could be either another teacher within the centre or a teacher from another centre. However the reviewer would need to declare any conflict of interest prior to undertaking the review. It is acceptable for a teacher, who has been internally standardised, to review the work of a candidate marked by another teacher within the same centre. However, if the candidate's work was part of the centre's internal standardisation process, it would not be possible for the teacher who participated in the internal standardisation process to then review the candidate's work.

Where the candidate's work was 'in the sample' for internal standardisation and seen by all Departmental staff it may be possible to arrange for standardising of a member of staff in another department, in a related subject, in order to undertake reviews of marking. Alternatively the reviews of marking could be outsourced, for example to a teacher in another school.

- b. The review should be of the mark that has been awarded, confirming whether or not the candidate's mark is in line with the standard set for the other candidates at the centre. The following will be reviewed:
 - i. The candidate's work (where the evidence of this is ephemeral, for example in Drama or Music, then the recording of the work should be given to the reviewer);
 - ii. The mark sheet completed by the teacher which usually shows the breakdown of marks per Assessment Objective (AO) or section of the mark scheme;
 - iii. Information regarding any internal standardisation to ascertain whether consistent standards were applied by the original marker to this candidate's work; and
 - iv. Any comments/annotation made by the teacher during the marking process to demonstrate how/why a certain mark was awarded.
- c. In order to be consistent the reviewer will be provided with some materials from the centre's internal standardisation process that took place prior to releasing marks to candidates, as well as the work that is under review. In order for this to happen Departments will need to ensure they retain internal standardisation materials.

These **must** be considered within the context of the internal standardisation materials provided in order to ensure a consistent approach to other candidates in the centre. Where there was no internal standardisation carried out (because there was only one teacher involved in marking the component), work of other candidates in the cohort must be considered to ensure that judgements can be made on the consistency of standards.

- d. It is recommended that the review takes place at the centre in order to maintain the integrity of the work and to ensure secure storage. If the review must take place remotely, then the original materials should be held at the centre, with the reviewer being provided with copies of the candidate's work.

It **must** be made clear to the reviewer, the teacher and the candidate that it is not possible for anyone to alter the work after the internal assessor has provided a mark to the candidate.

The reviewer **must** provide a reason for upholding or changing the mark awarded by the centre. This can be a brief annotation on the record form, showing the reviewer's breakdown of marks per Assessment Objective (AO) or section.

Should the review raise wider concerns, for example about the centre's general application of the assessment criteria, the reviewer should discuss these with the Learning Leader/head of centre as required. Further advice should be sought from the awarding body if necessary.

What happens if an external reviewer disagrees with the marking?

The reviewer will be instructed to ensure that the candidate's mark is consistent with the centre's marking standard. He/she is required to correct any marking error.

The three types of marking error are:

- i. An administrative error;
- ii. A failure to apply the marking criteria to the evidence generated by the candidate where that failure did not involve the exercise of academic judgement; or
- iii. An unreasonable exercise of academic judgement.

If the reviewer decides that there has been a marking error, he/she must indicate where the marking error has occurred and how the mark is not in line with the standard of other candidates at the centre. It is for the centre to determine whether any difference in marking is within any tolerances such as the centre would allow during its internal standardisation process. The head of centre will have the final decision if there is any disagreement on the mark to be submitted to the awarding body.

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 Budmouth College's compliance with JCQ's *General Regulations for Approved Centres 2018-2019*, section 5.13 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. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the senior exams officer. 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. Information regarding this is printed in the Information for Students/Parents/Carers booklet which is given to candidates with their exam timetables.

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.

Review of Results (RORs) 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 ROR 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 senior exams officer, teaching staff and head of centre will investigate the feasibility of requesting an enquiry supported by the centre.

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 centre by completing the Internal appeals form at least 10 calendar days prior to the internal deadline for submitting a ROR.

The appellant will be informed of the outcome of his/her appeal.

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 10 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 senior 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.

Internal appeals form

Please tick box to indicate the nature of your appeal and complete the form below

- Appeal against centre assessed marks
- Appeal against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Candidate Name		Candidate Number	
Tutor Group		Subject	
Awarding Body			

Please state the grounds for your appeal below (please note your reason cannot be based on your marks only (for example because you believe you deserve a higher mark))

If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Candidate's signature:

Date:

This form must be signed, dated and returned to the Senior Exams Officer

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/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>