



Bryanston School

# Internal Appeals Procedures

## 2018-19

These procedures are reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Director of Academic Administration	
Date of next review	October 2019

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

This procedure confirms Bryanston 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 or NEAs) 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 (Summer 2019 exam series)

Date	Board	Qualification	Internal release to candidates
31/03/2018	OCR	GCE PE	06/03
27/04/2018	CIE	IGCSE History	06/03
07/05/2018	AQA	GCSE Design & Technology, Music	20/04
15/05/2018	<b>All</b>	GCE Design & Technology, English, History; GCSE Business	27/04
31/05/2018	AQA	GCE & GCSE Art	GCSE: 01/05; GCE: 17/05

Bryanston 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.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and experience of this area of assessment. Bryanston 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. Departments will ensure that candidates are informed of their centre assessed marks so that they may submit an appeal before marks are submitted to the awarding body.
2. Candidates will be informed 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 submit an appeal.

3. Heads of Department will, having received a written request for copies of materials, promptly make them available to the candidate within two calendar days.
4. Candidates can only request a review of marking where they identify issues relating to marking. Appeals based on procedural concerns may be addressed by centres via evidence which relates to that concern.
5. Appeals **must** be submitted on the internal appeals form below. The form should be returned to the Exams Officer within five calendar days of receiving copies of the requested materials. Candidates will be informed that their marks may be raised or lowered as a result of any review of marking.
6. The school will allow five calendar days for the appeal to be considered, to undertake any review of marking, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. The school will ensure that any 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.
8. The school will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the appeal and any review of the school's marking.

The outcome of the appeal will be made known to the head of centre. A written record of the appeal 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 of marking. The internal review process is in place to ensure consistency of marking within the school, whereas moderation by the awarding body ensures that the school's marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

## **2. 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 Bryanston School'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 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.

If a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, they should contact the relevant Head of Department immediately. A review of the result may then 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 (informed consent via candidate email is acceptable) 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.

Only centres can submit RoR services. If the candidate (or his/her parent/carer) believes there are grounds to appeal against the school's decision not to support a review, an internal appeal can be submitted to the school by completing and submitting the **internal appeals form** below at least five 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 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 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 centre.

# Bryanston School

## Internal appeals form

**FOR CENTRE USE ONLY**

Date received

Reference No.

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below.

- Appeal against internal assessment
- Request for a review of marking
- Appeal against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal

<b>Name of appellant</b>		<b>Candidate name</b> <i>(if different from appellant)</i>	
<b>Awarding body</b>		<b>Exam paper code</b>	
<b>Subject</b>		<b>Exam paper title</b>	

Please state the grounds for your appeal/request below...

I understand that my mark may be raised or lowered as a result of any appeal *(please tick the box)*.

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

**Appellant signature:**

**Date of signature:**

**This form must be signed, dated and returned to the exams officer on behalf of the head of centre to the timescale indicated in the relevant appeals procedure.**