

Internal Appeals Procedure

(Internal Assessment Decisions)

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Date to be reviewed	March 2024
Policy Status	
Responsible member	Naomi Chalkley
Governor	

Internal Appeals Procedure

(Internal assessment decisions)

Policy/Procedure creator: Naomi Chalkley

Policy/Procedure created/reviewed: 08/03/2022

Centre Name: Henlow Church of England Academy

Centre Number:

Date procedure first created 08/03/2022

Current procedure reviewed by Naomi Chalkley

Current procedure approved by Full Governing Body

Date of next review 08/03/2024

Key staff involved in the procedure

Role Name(s)

Head of centre Caren Earp, Executive Headteacher

Senior leader(s) Naomi Chalkley, Deputy Headteacher

Exams officer Petra Crofts

Other staff (if applicable) Jodie Gregory, Karen Evans

This procedure is reviewed and updated annually to ensure that appeals against internal assessment decisions (centre assessed marks) at Henlow Church of England Academy are managed in accordance with current requirements and regulations in the JCQ publications General Regulations for Approved Centres.

Instructions for conducting non-examination assessments (ICNEA 6.1). This procedure is informed by the JCQ publications, Reviews of marking (centre assessed marks) suggested template for centres and Notice to Centres - Informing candidates of their centre assessed marks.

Introduction

- Certain qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by Henlow Church of England Academy and internally reviewed/standardised. The marks awarded (the internal assessment decisions) which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation.
- The moderation process carried out by the awarding body 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.

The qualifications delivered at Henlow Church of England Academy containing components of non-examination assessment/units of coursework are:

GCE, AQA Applied General qualifications, OCR Cambridge Nationals, Entry Level Certificate, Project qualifications, Cambridge Technical, Coaching, BTEC Tech Awards.

Purpose of the procedure

The purpose of this procedure is to confirm the arrangements at Henlow Church of England Academy for dealing with candidate appeals relating to internal assessment decisions.

This procedure ensures compliance with JCQ regulations which state that centres must:

- have in place and be available for inspection purposes, 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
- before submitting marks to the awarding body inform candidates of their centre assessed marks and allow a candidate to request a review of the centre's marking

Principles relating to centre assessed marks

The head of centre/senior leader(s) at Henlow Church of England Academy will ensure that the following principles are in place in relation to marking the work of candidates:

- A commitment to ensuring that whenever teaching staff mark candidates' work, that this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents
- All centre staff follow a robust Non-examination Assessment Policy (for the management of non-examination assessments). This policy details all procedures relating to non-examination assessments for relevant qualifications delivered in the centre, including the marking and quality assurance/internal standardisation 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
- A commitment 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 mark(s), if candidates believes that the above procedures were not followed in relation to the marking of their work, or that the assessor has not properly applied the marking standards to their marking, then they may make use of the internal appeals procedure below to consider whether to request a review of the centre's marking

Additional centre-specific principles:

- Not applicable

Procedure for appealing internal assessment decisions (centre assessed marks)

The head of centre/senior leader(s) at Henlow Church of England Academy 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
- Inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of their work in meeting the published assessment criteria
- Inform candidates that they may request copies of materials (generally as a minimum, a copy their marked assessment material (work) and the mark scheme or assessment criteria plus additional materials which may vary from

subject to subject) to assist them in considering whether to request a review of the centre's marking of the assessment

- Having received a request for copies of materials, Henlow Church of England Academy will promptly make them available to the candidate within 2 working days. Note that for some marked assessment materials, such as art work and recordings, these will be shared under supervised conditions.
- Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision, informing candidates that if their decision is to request a review they will need to explain what they believe the issue to be
- Provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing within 5 calendar days of receiving copies of the requested materials by completing the Internal Appeals form.

Require candidates to make requests for a review of centre marking by

- Completing the Internal Appeals form and submitting the written request for a review of the centre's marking within 2 calendar days of receiving copies of the requested materials.
- Henlow Church of England Academy will allow 3 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.
- Henlow Church of England Academy 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.
- Henlow Church of England Academy will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- Henlow Church of England Academy 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 who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body.
- A written record of the review will be kept and made available to the awarding body upon request.
- Ensure the awarding body is informed if the centre does not accept the outcome of a review.

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.

Deadlines and timescales

Upon request, copies of materials will be made available to the candidate within 2 working days

The deadline to request a review of marking must be made within 2 calendar days of receiving copies of the requested materials by completing the Internal Appeals form of the candidate receiving copies of the requested materials

The process for completing the review, making any changes to marks, and informing the candidate of the outcome will be completed within the timeframe indicated in the relevant section above, all before the awarding body's deadline for the submission of marks

Henlow Church of England Academy

Internal Assessment Appeal Process

APPEAL NOTIFICATION FORM

Student Name Tutor Group

Appeal Details

Subject and Course

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Assessment inform (please include the module/unit title and the assessment title, plus the teacher's name who taught and marked the assessment)

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[illegible]

(Parent if student under 18) Name

Please ensure this is sent to the Deputy Headteacher's Office. Once received, you will get confirmation that your appeal notification has been received, and information on the next stage.