

Internal Appeals Procedure

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

This procedure confirms Q3 Academy Great Barr's compliance with ([GR](#) section 5.7) that the centre will:

- 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.

Certain components of GCSE and GCE (legacy GCE coursework, GCE and GCSE non-examination assessments) and other qualifications that contribute to the final grade of the qualification are internally assessed (marked) by the centre. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

Timeline for submission of internal assessment marks

Deadline – set by awarding body (checked by Exams Officer and communicated to staff)

At least five working days before candidate deadline – Candidates informed of marks

1 week before deadline – Candidate deadline to request review

1 day before deadline – Latest date for candidate to receive result of review in writing. Centre submits final mark

Below is the guidance as issued to curriculum leaders

NEA submission

Plan well in advance to meet the exam board deadlines. Students typically need to submit their work at least a month before the external deadline. An example timeline might be:

Deadline	Timing	Notes
Students submit their completed NEA work	T – 4 weeks	Allow 1 week for marking (or longer if required); students must sign a declaration that it is their own work
Marking completed	T – 3 weeks	Allow 1 week for internal moderation
Inform candidates of their marks in writing	T – 2 weeks	It is a JCQ requirement to allow 5 working days (not including holidays) for students to review their mark and decide whether they wish to request a review of the centre's marking
Candidate deadline to request review	T – 1 week	Allow 1 week to complete any reviews of marking; you may need to liaise with other schools in the Trust if there are no other subject specialists available internally
Submission to the exam board	T	External deadline

The rules for vocational subjects may be different, so always check the specific requirements of your courses.

Q3 Academy Great Barr 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.

Q3 Academy Great Barr ensures that all centre staff follow a robust [Non-Examination Assessment Policy](#) *Error! Reference source not found.* (for the management of GCE and GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments for GCE, GCSE, Project qualifications (include any other qualifications delivered in the centre to which these procedures apply), 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. Q3 Academy Great Barr is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of Learning Consultants 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.

Q3 Academy Great Barr 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 assess mark as a review will only focus on the quality of work submitted
- 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.
- Having received a request for copies of materials, promptly make them available to the candidate within 2 working days.
- Provide candidates with sufficient time 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 by the deadline stated on the letter informing the candidate of their centre assessed mark.
- Allow 7 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.

- 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.
- Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- 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 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 an application for a clerical check, a review of marking, a review of moderation or an appeal

This procedure confirms Q3 Academy Great Barr’s compliance with ([GR](#), section 5.13) that the centre will *“have available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical re-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 by way of an exam assembly and the academy website.

If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, post-results services may be considered.

The JCQ post-results services currently available are detailed below.

Reviews of Results (RoRs)

- Service 1 – (Clerical re-check)
This is the only service that can be requested for objective tests (multiple choice tests)
- Service 2 – (Review of marking)
- Priority Service 2 (Review of marking)
- This service is available for externally assessed components of both unitised and linear GCE A-level specifications. It is also available for Level 3 Vocational and Technical qualifications. Service 3 – (Review of moderation)

This service is not available to an individual candidate.

Access to Scripts (ATS)

- Copies of scripts to support reviews of marking
- Copies of scripts to support teaching and learning

Where a concern is expressed that a particular result may not be accurate, the centre will look at the marks awarded for each component part of the qualification alongside any mark schemes, relevant result reports, grade boundary information, etc. when made available by the awarding body to determine if the centre supports any concerns.

For written components that contributed to the final result, Q3 Academy Great Barr will:

- Where a place at university or college is at risk, consider supporting a request for a Priority Service 2 review of marking.
- In all other instances, consider accessing the script by:

- Where the service is made available by the awarding body, requesting a priority copy of the candidate's script to support a review of marking by the awarding body deadline, or
- Where the option is made available by the awarding body, viewing the candidate's marked script online to consider if requesting a review of marking is appropriate
- Collect informed written consent/permission from that candidate to access his/her script.
- On access to the script, consider if it is felt that the agreed mark scheme has been applied correctly in the original marking and if the centre considers there are any errors in the marking.
- Support a request for the appropriate RoR service (clerical re-check or review of marking), if any error is identified.
- Collect informed written consent from the candidate to request the RoR service before the request is submitted.
- Where relevant, advise an affected candidate to inform any third party (such as university or college) that a review of marking has been submitted to an awarding body.

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for a RoR service 1 or 2 (including priority service 2) is submitted to the awarding body. Consent is required to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result that was originally awarded. *Candidate consent must only be collected after the publication of results.*

Where a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking or a review of moderation, Q3 Academy will:

- For a review of marking (RoR priority service 2), we would advise the candidate he/she may request the review by providing informed written consent (and the required fee) for this service to the centre by the deadline set.
- For a review of marking (RoR service 1 or 2), we would first advise the candidate to access his/her script to support a review of marking by providing written permission for the centre to access the script (and any required fee) for this service to the centre to submit this request.
- After accessing the script to consider the marking, we would inform the candidate that if a request for a review of marking (RoR service 1 or 2) is required, this must be submitted by the deadline set by the centre by providing informed written consent (and the required fee) for this service to the centre to submit this request.
- We would inform the candidate that a review of moderation (RoR service 3) cannot be requested for the work of an individual candidate or the work of a candidate not in the original sample.

If the candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision not to support a review, an internal appeal can be submitted to the centre by completing the internal appeals form at least 7 calendar days prior to the internal deadline for submitting a request for a review of results.

The appellant will be informed of the outcome of his/her appeal before the internal deadline for submitting a 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 7 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.

Q3 Academy Great Barr Internal Appeals Form	FOR CENTRE USE ONLY	
	Date received	
Please tick a box to indicate the nature of your appeal and complete all white boxes on the form below	Reference No.	

- Appeal against an internal assessment decision and/or 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

Name of appellant		Candidate name if different	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below

(If applicable, tick below)

- Where my appeal is against an internal assessment decision, I wish to request a review of the centre's marking

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

