KING EDWARD VI
SCHOOL LICHFIELD

INTERNAL APPEALS PROCEDURE 2023/24

Incorporates internal assessment decisions
and decisions regarding review of results

This procedure is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
P Cotton November 2024	
Date of next review	November 2024

Key staff involved in the procedure

Role	Name(s)
Head of centre	Ms J Rutherford
Senior leader(s)	Miss K Hinz, Mrs C Forster, Mr D Butler, Mr M Shaw, Mr P Cotton, Mrs L Hurn
Exams officer	Mrs J Welch
ALS lead/SENCo	Mrs K Pemberton

Role	Name(s)

Contents

Purpose of the procedure

This procedure confirms King Edward VI School Lichfield's compliance with JCQ's **General Regulations for Approved Centres** (section 5.3x) that the centre will:

- have in place and available for inspection a written internal appeals procedure which must cover at least appeals regarding internal assessment decisions, post-result services and appeals, and centre decisions relating to access arrangements and special consideration

This procedure covers appeals relating to:

- Internal assessment decisions (centre assessed marks)
- Centre decisions not to support a clerical re-check, a review of marking, a review of moderation or an appeal
- Centre decisions relating to access arrangements and special consideration
- Centre decisions relating to other administrative issues

Appeals relating to internal assessment decisions (centre assessed marks)

Certain GCSE, GCE and other qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by King Edward VI School Lichfield and internally 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.

This procedure confirms King Edward VI School Lichfield compliance with JCQ's **General Regulations for Approved Centres** (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

Deadlines for the submission of marks and moderation sample to board (Summer 2024 exam series) last working day on or prior to

Date	Qualification	Details	Exam series
05/05/2024	GCSE	Final date for submission on GCSE coursework marks WJEC and receipt of moderation sample	Summer-2024
07/05/2024	GCSE	Final date for submission on GCSE coursework marks AQA	Summer-2024
15/05/2024	GCSE and GCE	Final date for submission on coursework marks AQA (GCE), OCR and Pearson (except PE – see appendix)	Summer-2024
31/05/2024	GCSE and CSE	Final date for submission on coursework marks AQA Art	Summer-2024

King Edward VI School Lichfield 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.

King Edward VI School Lichfield 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 for GCE, GCSE, Project qualifications, Cambridge Nationals/Technical and Applied qualifications, 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. King Edward VI School Lichfield is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher/tutor is 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 marking standards 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.

King Edward VI School Lichfield will:

1. 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

2. keep a record in the subject department of the date on which as student was informed of the mark and the deadline given to request a review of marking

3. 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

4. inform candidates that they may request copies of materials (generally as a minimum, a copy of the 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

5. having received a request for copies of materials, promptly make them available to the candidate (or for some marked assessment materials, such as art work and recordings, inform the candidate that the originals will be shared under supervised conditions) with sufficient time in order to allow them to review copies of materials and reach a decision. Please see the 'King Edward VI Review of Marking' document for further details including dates.

6. inform candidates they will not be allowed access to original assessment material unless supervised

7. 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

8. inform candidates 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 and that a review will only focus on the quality of work submitted

9. 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 line with the dates given below and in writing by completing the internal appeals form

10. allow sufficient time 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 for the submission of marks

11. ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review

12. undertake the review by the line manager of a department where the department consists only of staff that all teach the subject to the candidate

13. instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre

14. 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.

The awarding body will be 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. This process is outside the control of King Edward VI School and is not covered by this procedure.

Appeals relating to centre decisions not to support a clerical re-check, a review of marking, a review of moderation or an appeal

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

This procedure confirms King Edward VI School Lichfield's compliance with JCQ's **General Regulations for Approved Centres** (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 an online application for 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 made aware of the arrangements for post-results services prior to the issue of results. Candidates are also informed of the periods during which senior members of centre staff will be available/accessible immediately after the publication of results so that results may be discussed, and decisions made on the submission of reviews of marking. Candidates are informed of post-results services by email prior to the commencement of exams, and in writing at the time of the issue of results.

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 (an individual awarding body may also offer this priority service for other 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, the centre will:
1. Where a place a university or college is at risk, consider supporting a request for a Priority Service 2 review of marking
2. In all other instances, consider accessing the script by:
   a) (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

b) (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

3. Collect informed written consent/permission from the candidate to access his/her script
4. 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
5. Support a request for the appropriate RoR service (clerical re-check or review of marking) if any error is identified
6. Collect informed written consent from the candidate to request the RoR service before the request is submitted
7. Where relevant, advise an affected candidate to inform any third party (such as a 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 a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded. Candidate consent must only be collected after the publication of results.

For any moderated components that contributed to the final result, the centre will:

- Confirm that a review of moderation cannot be undertaken on the work of an individual candidate or the work of candidates not in the original sample submitted for moderation
- Consult the moderator's report/feedback to identify any issues raised
- Determine if the centre's internally assessed marks have been accepted without change by the awarding body – if this is the case, a RoR service 3 (Review of moderation) will not be available
- Determine if there are any grounds to submit a request for a review of moderation for the work of all candidates in the original sample]

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

- For a review of marking (RoR priority service 2), 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 by the centre
- For a review of marking (RoR service 1 or 2), inform the candidate that if a request 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) for the centre to submit this request
- 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 an enquiry, an internal appeal can be submitted to the centre by completing the **internal appeals form attached to this policy** 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 2 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.

Deadlines for submission/marking of NEA, coursework and controlled assessment 2023/24:

SUMMER 2024 DATES ARE PROVISIONAL AND SUBJECT TO REVIEW

- All students need to submit their work according to department set deadlines*.
- Marks will be returned to students within one month after the deadline, unless the deadline is before 03/03/24 in which case marks will be passed back by the 03/04/24**.
- From the date of receipt of their marks students will then have 5 school days in which to request work back and submit an appeal.
- The school will then make a decision regarding the appeal within 5 school days.
- All this will take place before the deadline for work to be sent to examination boards (last working day on or prior to):
    - 05/05/24 WJEC GCSE
    - 07/05/24 AQA GCSE
    - 15/05/24 A-levels, Pearson & OCR GCSEs (except PE – see appendix)
    - 31/05/24 Art GCSE & GCE

These are the dates by which boards must receive generated samples following submission of marks. Marks must therefore by submitted (and work and documentation made ready for the sample to be sent) according to the internally agreed deadline dates (see appendix at the end of this document).

Where work is submitted beyond the internal NEA, coursework and controlled assessment deadline, there will be no grounds to query or appeal their mark

Appeals regarding centre decisions relating to access arrangements and special consideration

This procedure confirms King Edward VI School Lichfield's compliance with JCQ's **General Regulations for Approved Centres** (section 5.3x) that the centre will:

- have in place and available for inspection a written internal appeals procedure which must cover at least appeals regarding centre decisions relating to access arrangements and special consideration

King Edward VI School Lichfield will:

- comply with the principles and regulations governing access arrangements and special consideration as set out in the JCQ publications **Access Arrangements and Reasonable Adjustments** and **A guide to the special consideration process**
- ensure that all staff who manage and implement access arrangements and special consideration are aware of the requirements and are appropriately supported and resourced

Access arrangements and reasonable adjustments

In accordance with the regulations, King Edward VI School Lichfield:

- recognises its duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates.
- complies with its responsibilities in identifying, determining and implementing appropriate access arrangements and reasonable adjustments

Failure to comply with the regulations have the potential to constitute malpractice which may impact on a candidate's result(s).

Examples of failure to comply include:

- putting in place access arrangements/adjustments that are not approved
- failing to consider putting in place access arrangements (which may be a failure to comply with the duty to make reasonable adjustments)
- permitting access arrangements/adjustments within the centre which are not supported by appropriate evidence
- charging a fee for providing reasonable adjustments to disabled candidates AARA (Importance of these regulations)

Special consideration

Where King Edward VI School Lichfield can provide signed evidence to support an application, it will apply for special consideration at the time of the assessment for a candidate who has temporarily experienced illness, injury or some other event outside of their control when the issue or event has had, or is reasonably likely to have had, a material effect on the candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Centre decisions relating to access arrangements, reasonable adjustments and special consideration

This may include King Edward VI School Lichfield's decision not to make/apply for a specific reasonable adjustment or to apply for special consideration, in circumstances where a candidate does not meet the criteria for, or there is no evidence/insufficient evidence to support the implementation of an access arrangement/reasonable adjustment or the application of special consideration.

Where King Edward VI School Lichfield makes a decision in relation to the access arrangement(s), reasonable adjustment(s) or special consideration that apply for a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied with its responsibilities or followed due procedures, a written request setting out the grounds for appeal should be submitted

- An **internal appeals form** should be completed and submitted within 5 calendar days of the decision being made known to the appellant

To determine the outcome of the appeal, the head of centre will consult the respective JCQ publication to confirm the centre has complied with the principles and regulations governing access arrangements and/or special consideration and followed due procedures.

The appellant will be informed of the outcome of the appeal within 5 working days of the appeal being received and logged by the centre].

If the appeal is upheld, King Edward VI School Lichfield will proceed to implement the necessary arrangements or submit the necessary application.

Appeals regarding centre decisions relating to other administrative issues

Circumstances may arise that cause King Edward VI School Lichfield to make decisions on administrative issues that may affect a candidate's examinations/assessments.

Where King Edward VI School Lichfield may make a decision that affects a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied the regulations or followed due process, a written request setting out the grounds for appeal should be submitted
- An **internal appeals form** should be completed and submitted within 5 calendar days of the decision being made known to the appellant)].

- The appellant will be informed of the outcome of the appeal within 5 working days of the appeal being received and logged by the centre.

Further guidance to inform and implement appeals procedures

JCQ publications

- 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 (A guide to the awarding bodies' appeals processes)
  https://www.jcq.org.uk/exams-office/appeals
- Notice to Centres – Informing candidates of their centre assessed marks https://www.jcq.org.uk/exams-office/non-examination-assessments
- Suspected Malpractice: Policies and Procedures https://www.jcq.org.uk/exams-office/malpractice/
- Access Arrangements and Reasonable Adjustments https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/
- A guide to the special consideration process https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/

Ofqual publications

- GCSE (9 to 1) qualification-level conditions and requirements https://www.gov.uk/government/publications/gcse-9-to-1-qualification-level-conditions
- GCE qualification-level conditions and requirements https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements

Internal appeals form

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

☐ Appeal against an internal assessment decision and/or request for an internal 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 to appellant	
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

Complaints and appeals log

On receipt, all appeals will be assigned a reference number and logged.

The outcome of any reviews of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

Ref No.	Date received	Complaint or Appeal	Outcome	Outcome date

Moderation Samples / NEA / Coursework Marks
Provisional

GCSE / ELC / L2	Board	Spec / unit	Latest Submission Date	Enter marks or pass to Exams Office, sample ready
AQA General	**AQA**	**Various**		
Centre declaration		Various	15/05/2024	
Art	**AQA**	**8201**		
Portfolio		8201/C	31/05/2024	17/05/2024
Portfolio		8201/X	31/05/2024	17/05/2024
Computer Science	**OCR**	**J277**		
Signed declaration only			15/05/2024	
Design and Technology	**AQA**	**8552**		
NEA		8552/C	07/05/2024	29/04/2024
English Language	**AQA**	**8700**		
NEA Spoken language (endorsement)		8700/C	07/05/2024	29/04/2024
Food Prep & Nutrition	**WJEC**	**C560 P1**		
Component 2 Assessment 1		2-01	03/05/2024	29/04/2024
Component 2 Assessment 2		2-02	03/05/2024	29/04/2024
Media Studies	**OCR**	**J200**		
Creating media		03	15/05/2024	03/05/2024
MFL	**AQA**	**8658/8668**		
French *		8658/S	19/05/2024	
German *		8668/S	19/05/2024	
* Externally marked, submit via upload as soon as assessments have been completed				
Music	**WJEC**	**C660QS**		
Component 1		1	03/05/2024	29/04/2024
Component 2		2	03/05/2024	29/04/2024
Physical Education	**Edexcel**	**1PEO**		
Component 3: Practical Performance		03	30/03/2024	n/a
Component 4: Personal Exercise Programme		04	15/05/2024	03/05/2024

GCE / EPQ / L3	Board	Spec / unit		
Art	**AQA**	**7202**		
Personal investigation		7202/C	31/05/2024	17/05/2024
Personal investigation		7202/X	31/05/2024	17/05/2024
Biology	**AQA**	**7402**		
Practical skills endorsement		7402/C	15/05/2024	03/05/2024
Cambridge Technicals in ICT	**OCR**	**5840**		
Internal units		5840	Agreed by moderator	
Chemistry	**AQA**	**7405**		
Practical skills endorsement		7405/C	15/05/2024	03/05/2024
Computer Science	**OCR**	**H446**		
Programming project		03	15/05/2024	03/05/2024
Design and Technology: Product Design	**AQA**	**7552**		
NEA		7552/C	N/A	N/A
English Language	**AQA**	**7702**		
Language in Action		7702/C	15/05/2024	03/05/2024
English Literature	**AQA**	**7717AA**		
NEA Theory and Independence		7717/C	15/05/2024	03/05/2024

Level 3 Extended Project	**AQA**	**7993**		
EPQ		7993	N/A	N/A
MFL	**AQA**	**7652/7662**		
French	AQA	7652/3V	N/A	Via visiting examiner
German	AQA	7662/3V	N/A	N/A
Geography	**AQA**	**7037**		
NEA Geography fieldwork investigation		7037/C	15/05/2024	03/05/2024
History	**AQA**	**7042**		
NEA Historical Investigation (Personal Study)		7042/C	15/05/2024	03/05/2024
Medical Science (Diploma)	**WJEC**	**4463QD**		
Unit 2 Physiological Measurement		4463U2	15/05/2024	03/05/2024
Unit 3 Research Methods		4463U3	15/05/2024	03/05/2024
Unit 4 Medicines and Treatment		4463U4	15/05/2024	03/05/2024
Unit 5 Clinical Lab Techniques *		4463U5	15/05/2024	03/05/2024
* Externally marked - take to Exams Office for despatch via Parcelforce				
Music	**Edexcel**	**9MU0**		
NEA Performance **		1	15/05/2024	10/05/2024
NEA Composition **		2	15/05/2024	10/05/2024
** Externally marked, submit via upload as soon as assessments have been completed no later than 10/5/24				
Music Technology	**Edexcel**	**9MT0**		
NEA Recording **		1	15/05/2024	10/05/2024
NEA Technology-based composition **		2	15/05/2024	10/05/2024
** Externally marked, submit via upload as soon as assessments have been completed no later than 10/5/24				
Physical Education	**OCR**	**H555**		
Practical Performances		05	31/03/2024	Agreed by moderator
Evaluating & Analysing Performance for Improvement		06	31/03/2024	Agreed by moderator
Physics	**AQA**	**7408**		
Practical skills endorsement		7408/C	15/05/2024	03/05/2024

Pearson Edexcel BTECs

BTEC Level 1/2 Tech Award and BTEC Level 3 Nationals	
All externally assessed units	Upload early May - dates TBC
BTEC Level 1/2 Tech Award internally assessed moderated units	As per specification
BTEC Level 3 Nationals	

Submit marks for internally assessed units by 05/07/24 in Edexcel Online to receive certificate in Summer 2024

Final marks should be sent to exams office at least 10 days prior

General qualifications guidance for internal assessment is replaced by BTEC's own Standards Verification