



RUSKIN
Community High School
Learning Together. Achieving High Standards.

INTERNAL APPEALS PROCEDURES 2023/2024

This policy is reviewed annually to ensure compliance with current regulations

Approved by: Miss E Szymura	Reviewed by: Miss J Fenner
Date of Review:	October 2023

Appeals against Internal assessment decisions (Centre Assessed Marks)

Certain GCSE and some other qualifications contain components of Non-Examination Assessment (NEA) or units of coursework, which are internally assessed and marked by Ruskin Community High School and then internally standardised. The marks awarded based on the internal assessment decisions contribute to the final grade of the overall qualification.

Ruskin Community High School is committed to ensuring whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification JCQ's regulations for Approved Centres and in line with school policies.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been on compulsory training for this activity. Ruskin is committed to ensuring that work/evidence 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.

Review of Marks

1. Ruskin Community High School 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.
2. Ruskin Community High School will 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.
3. The enquiry will normally be led by the Examinations Officer and SLT, providing neither have played any part in the original internal assessment process.
4. Ruskin Community High School will inform candidates that they may request copies of materials (work) and the mark scheme to assist them in considering whether to request a review of the centre's marking of the assessment.
5. Ruskin Community High School will, having received a request for copies of materials, promptly make them available to the candidate. Or for some marked assessment i.e. artwork supervised access would be provided. No access to original assessments without supervision.
6. Ruskin Community High School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision. Clear deadlines will be set for this.
7. Requests for reviews of marking **must** be made in writing along with an explanation of what they believe the issue to be. Requests will go to Mr Postlethwaite, as Head of Centre.
8. Ruskin Community High School will 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.
8. Ruskin Community High School 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.
9. Ruskin Community High School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

10. The candidate will be informed in writing of the outcome of the review of the centre's marking.
11. 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 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, or does not except the outcome of the review, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. Where there are more than one subject teacher/tutor involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking. The moderation process may lead to mark changes which could result in marks going up, down or staying the same. This process is outside the control of Ruskin and is not covered by this procedure.

Post Results Services and Appeals – Please read in conjunction with Post Results Procedures

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

Each awarding body publishes its arrangements for appeals against its decisions. This procedure confirms Ruskin Community High School complies with JCQ's General Regulations for Approved Centres.

In cases of enquires about results (EAR's), where the school does not uphold a request for such an enquiry, the candidate may normally pay to have an enquiry carried out. Where the candidate wishes to challenge the decision not to hold an enquiry or consequent appeal, a similar procedure to that mentioned above will be carried out, this includes requests for access to scrips. Full details of these services and any deadlines for requesting a service are provided by the Exams Officer prior to results day. The Head of Centre ensures that on results day, senior members of centre staff are present to support, help and advice students on their published results.

The Head of Centre, authorises all EAR's and these are processed by the Exams Officer once candidates have signed a consent form, as set out in the JCQ regulations and they have been fully informed about the movement of marks either way. These requests are then actioned on the online portal.

Services

- **Service 1** – Clerical Re-recheck
- **Service 2** – Review of Marking
- **Priority Service 2** – This service is only available for externally assessed components of GCE A-level specifications, but 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

- Copies of scripts to support reviews of marking – *Priority Service to decide if it is worth applying for a review of marking (Copies of Original scripts can not be used to decide whether or not its worth applying for a review of marking)*
- Copies of scripts to support teaching and learning

Where a concern is expressed that 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. Candidates should speak to the Exams Officer on results day so external deadlines for requests can be met.

- Written consent/permission from the candidate will be sort before any request is submitted.
- The candidate will be advised of any fees applied to ATS services

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

- Confirm that a review of moderation cannot be undertaken for individual candidates.
- Consult moderators report to identify issues raised.
- Determine if the centre's internally assessed marks have been accepted without change by the AB.
- Determine if there is ground 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:

- Inform the candidate that written consent is needed for a review of marking request along with the fee payable by the set deadline
- Advise candidate to access a copy of the his/her script to support a review of marking, deadline applies.
- After accessing the script to consider the marking, then if a request to review is still required this must be submitted before the given deadline.
- Inform the candidate that a review of moderation cannot be requested for individual candidates or work that wasn't in the original sample.

If the candidates (or parent/carer) believes there are grounds to appeal against the centre's decision not to support a review of results, an internal appeal can be submitted to the Head of Centre, Mr D Postlethwaite, in writing prior to the deadline given by the Exams Officer.

The appellant will be informed of the outcome of the appeal in writing.

Following the 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 will be consulted to determine the acceptable grounds for a preliminary appeal.

Candidate's parents/carers are not permitted to make direct representations to the Awarding Bodies.

The internal appeals form (Appendix 1) should be completed and submitted to the centre within 10 days of the notification of the outcome of the review. 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 days of receiving the outcome of the review of results process. Fees must be paid by the appellant before the appeal is submitted to the awarding body. The fees are available from the Exams Officer, if the appeal is upheld by the awarding body, this fee will be refunded to the appellant by the centre. All appeals will be logged on the log sheet (Appendix 2).

Appeals regarding centre decisions relating to Special Consideration and Access Arrangements

Ruskin will comply with the regulations governing access arrangements and special consideration as set out in the published JCQ booklet, '*Access Arrangements and Reasonable Adjustments*' and '*A guide to the special consideration process*'

Access Arrangements and Reasonable Adjustments

- Ruskin Community High School will ensure that all staff who manage and implement access arrangements and special considerations are fully aware of the requirements by JCQ and supported in every way to put into place all arrangements for our students
- SENCo will identify student's needs via testing and putting into place appropriate access arrangements or special considerations through the online portal CAP
- Explore suitable courses, submit applications for reasonable adjustments as required

Failure to comply with regulations could include and impact a candidate's results:

- Permitting access arrangements which are not supported with evidence
- Putting into place a non-approved access arrangement
- Failing to put into an access arrangement

Special Consideration

Ruskin Community High School will provide signed evidence to support an application for special consideration, it will apply at the time of assessment for a candidate who was ill on the day of the assessment/exam or had a temporary illness or injury which would impact the candidate's ability to demonstrate their normal level of attainment.

Centre decisions relating to Access Arrangements, Reasonable Adjustments and Special Consideration

This may include Ruskin Community High School's decision not to make an application for a specific reasonable adjustment/special consideration in circumstances where the candidate does not meet the criteria or there is insufficient evidence to support the application or consideration.

If a candidate or parent/carer disagrees with the decision made and reasonably believes that the centre didn't follow the correct procedures set out by JCQ, they should submit in writing to the Head of Centre setting out the grounds for appeal. The Head of Centre will consult the JCQ publications to confirm the centre did follow and comply with the regulations and inform the appellant of the outcome within 5 working days.

If the appeal is upheld, Ruskin Community High School will proceed to submit the necessary application.

Appeals regarding centre decisions relating to other Administrative issues:

Circumstances may arise that cause Ruskin Community High School to make decisions on administrative issues that may affect a candidate's examinations or assessments.

Where Ruskin Community High School 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 2 working 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

Internal Appeals Form

Appendix 1

For Centre Use ONLY	
Date Form Received	
Reference	

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 a review of marking

appeal against the centre's decision not to support a clerical re-check, review of marking, a review of Moderation or an appeal

appeal against the centre's decision relating to access arrangements/reasonable adjustments or Special Consideration

appeal against the centre's decision relating to an administrative issue

Name of Appellant		Candidate Name (If different to Appellant)	
Awarding Body		Exam Paper Code	
Qualification Type		Exam Paper Title	
Subject			

Please state the grounds for your appeal below:

where my appeal is against an internal assessment decision I wish to request a review of the centre's making

Appellant signature:	Date:
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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>