

## INTERNAL APPEALS PROCEDURE (INTERNAL ASSESSMENT DECISIONS)

Date Reviewed: February 2025

Next Review: January 2026

This policy will remain valid until the end of the academic year 2024-25

This procedure is reviewed and updated annually to ensure that appeals against internal assessment decisions (centre assessed marks) at Palmers Green High School are managed in accordance with current requirements and regulations in the following JCQ documents: General Regulations for Approved Centres (5.3, 5.7), Instructions for conducting non-examination assessments (4.6, 6.1, 9) and Instructions for conducting coursework (6, 7, 13.5). This procedure is also informed by the JCQ documents Reviews of marking (centre assessed marks) suggested template for centres, Notice to Centres - Informing candidates of their centre assessed marks and Suspected Malpractice: Policies and Procedures (4.5).

### Introduction

Certain qualifications contain components/units of non-examination assessment, controlled assessment and/or coursework which are internally assessed (marked) by centres 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 Palmers Green High School containing internally assessed components/units are:

- Art - Edexcel GCSE 1AD0 Personal Portfolio (1AD01) & Externally Set Assignment (1AD02)
- D&T - Edexcel GCSE 1DT0 1B NEA
- Drama Eduqas GCSE CQ690QS Component 1
- English Literature Edexcel 1GCSE 4ET1 Coursework
- Music Edexcel GCSE 1MU0 Performing Music & Composing
- Physical Education and Sport AQA GCSE 8582/C – NEA

### Purpose of the procedure

The purpose of this procedure is to confirm the arrangements at Palmers Green High School for dealing with appeals relating to internal assessment decisions.

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

- have in place for inspection, that must be reviewed and updated annually, 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 Palmers Green High School 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 policy regarding the management of non-examination assessments including controlled assessments and coursework which details the procedures relating to 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 and do not have any potential conflicts of interest (If AI tools have been used to assist in the marking of candidates' work, they will not be the sole marker)
- A commitment 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 candidates believe 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 the marking, then they may make use of the internal appeals procedure below to consider whether to request a review of the centre's marking

### **Procedure for appealing internal assessment decisions (centre assessed marks)**

The head of centre/senior leader(s) at Palmers Green 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. Centre assessed marks will normally be given to pupils individually and orally. The teacher giving the marks will make a written record of the date and time the marks were given.

- 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 work submitted
- 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. Candidates may request these materials within 2 working days of being given their marks.
- Having received a request for copies of materials, promptly make them available to the candidate (this will either be the originals viewed under supervised conditions or copies) within 2 working days from the receipt of the request.
- Inform candidates they will not be allowed access to original assessment material, including artefacts, unless supervised
- 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 and confirm understanding that requests must be made in writing and will not be accepted after this deadline. Requests must be made in writing within 5 working days of receiving copies of the requested materials by completing the Internal Appeals Review Form attached to this policy and emailing it to the Exams Officer. Requests will not be accepted after this deadline.
- Require candidates to make requests for a review of centre marking by completing an internal appeals review form (see appendix to this policy)
- Require candidates to pay an administration fee of £50.00 at the time of submitting the Internal Appeals Review Form, to cover the staff and administration costs associated with this process. The fee is in line with the charges made by the awarding bodies for post results services. If the mark is adjusted as a result of the review, the fee will be refunded.
- Allow sufficient time (5 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 for the submission of marks
- 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
- 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.

- Ensure the outcome of the review of the centre's marking is 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
- Ensure a written record of the review is 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.
- Ensure the awarding body is informed if the centre does not accept the outcome of a review.

### Deadlines

Internally Assessed Marks Given to Pupils	Individually, orally by a teacher. A written record of the time and date the marks were given will be kept.
Candidate requests materials	Within 2 working days of being given their marks
Candidate receives materials	Within 2 working days of receipt of the request
Candidate may request appeal	Within 5 working days of receiving requested materials. Internal Appeals Review Form completed Administration Fee Paid
Review Carried out, any changes to marks and candidate informed of the outcome	Within 5 working days of request for review and before awarding body's deadline for submission of the marks.

### External Moderation

After candidates' work has been internally assessed, it is moderated by the Awarding Body. 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. This process is outside the control of Palmers Green High School and is not covered by this procedure.

### Appeals against decisions to reject a candidate's work on the grounds of malpractice

The JCQ Information for candidates' documents (Coursework, Non-examination assessments, Social media) which are distributed to all candidates prior to assessments taking place, inform candidates of the things they must and must not do when they are completing their work.

The centre ensures that those members of teaching staff involved in the direct supervision of candidates producing work for assessments are aware of the potential for malpractice.

Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication does not need to be reported to the awarding body but will be dealt with in accordance with the centre's internal procedures. The only exception to this is where the awarding body's confidential assessment material has potentially been breached. The breach will be reported to the awarding body immediately.

If there are doubts about the authenticity of the work of a candidate or irregularities are identified in a candidate's work before the candidate has signed the declaration of authentication/authentication statement (where required) and malpractice is suspected, Palmers Green High School will:

- In accordance with the PGHS Exam Malpractice Policy, if the teacher suspects a candidate of malpractice, details of any work which is not the candidate's own will be noted and the Exams Officer and Deputy Head will be notified.
- The candidate will be informed and the allegation will be explained, supported by the findings. The candidate will have the opportunity to give their side of the story before any final decision is made.
- If the candidate accepts that malpractice has occurred, they may be given the opportunity to repeat the assignment. If found guilty of malpractice following an investigation, the teacher may decide to re-mark previous assignments and these could also be rejected if similar concerns are identified

The Head of Centre will be presented with all the findings and have the final decision.

Where this may lead to a decision not to accept the candidate's work for assessment or to reject a candidate's coursework on the grounds of malpractice, the affected candidate will be informed of the decision.

### **Appeals**

In the event that a malpractice decision is made, which the candidate feels is unfair, the candidate has the right to appeal. They may submit a request in writing setting out clearly and concisely as possible the grounds for their appeal and can include further relevant evidence to support their appeal, within 2 school days of the decision being made known to them. The candidate will be informed of the outcome of the appeal within 5 school days of the appeal being received and logged by the centre.



Please complete all white boxes on the form below

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Candidate Name:			
Exam Board:		Subject:	
Full title of the piece of work for which you want a review			
.....			
.....			
Please explain clearly and concisely why you feel a review of the mark is needed. You should refer to the mark scheme and your work as you do this. You should explain what aspects of the mark scheme you feel have not been accurately applied with examples from your work to evidence this. (Please use additional pages as necessary)			
<b>Candidate Declaration:</b> By signing here, I understand that a Review of Marking will confirm whether or not the mark awarded for my work is in line with the standard set for the other candidates at the Centre. The review process carried out may result in a mark change, <b>either upwards or downwards</b> . The purpose of the Review of Marking will be to decide whether the process used for the internal assessment conformed to the published requirements of the Awarding Body. I understand that I shall have to accept the mark I am given as a result of the review process			
Candidate's Signature: _____ Date: _____			

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 along with the administration fee

