



# Lancing College

## Senior School & Sixth Form

### Exams Internal Appeals Policy

This procedure confirms **Lancing College** compliance with JCQ's *General Regulations for Approved Centres 2017-2018, section 5.8* that the centre has in place "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" and that the centre "must inform candidates of their centre assessed marks as a candidate is allowed to request a review of the centre's marking before marks are submitted to the awarding body."

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

#### **Appeals procedure against internally assessed marks**

**Lancing College (LC)** is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the regulations and awarding body's specification and subject-specific associated documents.

**Lancing College** 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, 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. **Lancing College** is committed 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 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 this appeals procedure to consider whether to request a review of the centre's marking.

**N.B: an appeal may only be made against the assessment process and not against the mark to be submitted to the Awarding Body (AB)**

1. LC will ensure that candidates are informed of their Centre assessed marks, so that they may request a review of the Centre's marking before the marks are submitted to the AB
2. LC will inform candidates that they may request copies of materials to assist them when considering whether to request a review of the Centre assessed marking (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents).
3. LC will make these materials available to candidates promptly (see timeline).
4. Appeals must be made in writing using the Internal Appeals Form prior to deadline. Please note there will be charge of £40 per appeal. Marks may go down as well as up.
5. LC 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.
6. LC will complete the review, make any necessary changes to marks and inform the candidate of the outcome, as per the enclosed timeline.
7. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the AB's specification and subject-specific associated documents and consistent with the standard set by the Centre.
8. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the AB, and any changes made to internal assessment procedures.
9. The outcome of the review will be made known to the Head of Centre. A written record will be kept and made available to the AB upon request. Should the appeal bring any irregularity in procedures to light, the AB will be informed.

After candidates' work has been internally assessed, it is moderated by the AB to ensure consistency in marking between Centres. The moderation may lead to mark changes. This process is outside the control of **Lancing College** and is not covered by this procedure.

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### **Appeals procedure against Centre decisions not to support a review of marking**

This procedure confirms Lancing College's compliance with JCQ's *General Regulations for Approved Centres 2017-2018, section 5.14* that the centre has in place "a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical 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 during Year Group meetings and on the website.

The service, *Review of Marking (ROM)* may be requested by Centre staff or candidates. (ROM service 3 is not available to individual candidates). If a query is raised about a particular examination result, the exams officer, teaching staff and Head of Centre will investigate the feasibility of requesting a review. The candidate is responsible for the fee.

When the Centre does not uphold a request from a candidate, the candidate may choose to request that the review is submitted to the AB.

If the candidate (or their parent/carer) believes there are grounds to appeal against the Centre's decision not to support an enquiry, an appeal can be submitted to the Centre using the **internal appeals form** at least **one week prior** to the internal deadline for submitting an ROM.

### **Appeals procedure following the outcome of an enquiry about results**

Where the Head of Centre remains dissatisfied after receiving the outcome of an ROM, an appeal will be made to the AB, following the guidance in the JCQ publications *Post-results services* <http://www.jcq.org.uk/exams-office/post-results-services> and *A guide to the awarding bodies' appeals processes* <http://www.jcq.org.uk/exams-office/appeals>

Where the head of Centre is satisfied after receiving the outcome of an ROM, but the internal candidate and/or their parent/carer is not satisfied, they may make a further representation to the Head of Centre. Following this, the Head of Centre's decision as to whether to proceed with an appeal will be based upon the Centre's internal appeals arrangements. Candidates or parents/carers are not permitted to make direct representations to an AB.

The **internal appeals form** should be completed and submitted to the Centre within **10 calendar days** of the notification of the outcome of the enquiry. Subject to the Head of Centre's decision, this will allow the Centre to process the appeal and submit to the AB within the required 14 calendar days. AB fees which may be charged for the appeal must be paid by the appellant on submission of the internal appeals form. If the appeal is upheld by the AB, this fee will be refunded by the AB and repaid to the appellant by the Centre.

### **Internal appeals form**

This form should be completed in all cases to lodge an appeal.

Please tick to indicate what the appeal is against:

- internally assessed marks**
- the Centre decision not to support a Review of Marking**
- the outcome of a Review of Marking**

<b>Name of appellant</b>		<b>Candidate name</b> <i>if different to appellant</i>	
Awarding Body		Exam component	
Subject		Exam component title	

Please state the grounds for your appeal below:

*Continue overleaf if necessary*

#### **Appeal against internally assessed marks**

##### **Appellant declaration**

By signing here, I am confirming I understand the purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the Awarding Body's specification and subject-specific associated documents. I also understand the appeal may only be made against the assessment process not against the mark to be submitted by the Centre for moderation by the Awarding Body. I understand that marks can go down, up or remain the same and that there is a charge of £40, which will be added to the end of term bill.

**Signature:**

**Date of signature:**

#### **Appeal against the Centre decision not to support an enquiry about results**

##### **Appellant declaration**

By signing here, I am confirming I feel there are grounds to appeal against the Centre's decision.

**Signature:**

**Date of signature:**

#### **Appeal against the outcome of an enquiry about results**

##### **Appellant declaration**

By signing here, I am confirming I understand that the grounds for my appeal must relate to the Awarding Body's procedures or the application of the post-result service procedures. I also understand that appeals do not generally involve further reviews of marking candidates' work. I also confirm that I will pay in advance any fees which may be charged by the Awarding Body for the appeal. I understand this fee will be refunded if the appeal is upheld.

**Signature:**

**Date of signature:**

The appellant declaration against the relevant appeal must be signed, dated and returned to the EO, on behalf of the Head of Centre, to the timescale indicated in the internal appeals procedure.

The internal appeals procedures for this Centre have been produced to demonstrate compliance with the publications below.

[JCQ General Regulations for approved Centres](#) [JCQ general-regulations](#)

## **Controlled Assessments, Coursework and Portfolios of Evidence**

5.8 The Centre agrees to

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 made widely available and accessible to all candidates; (A Centre may place its internal appeals procedure on the school/college website or alternatively, the document may be made available to candidates upon request.)

## **Post-Results Services and Appeals**

5.14 The Centre agrees to

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 enquiry about results or an appeal; (A Centre may place its internal appeals procedure on the school/college website or alternatively the document may be made available to candidates upon request.)

## **JCQ Post-results services** [JCQ post-results-services](#)

### **6.4 Submission of requests**

Centres **must** have in place a published formal appeals procedure for use in cases where Centres and candidates, or their parents/carers, cannot agree as to whether an enquiry about results should be submitted. The formal appeals procedure **must** be made widely available. Centres **must** therefore draw the appeals procedure to the attention of candidates and their parents/carers. In deciding whether to support an enquiry about results, Centres should take account of all relevant factors and afford candidates or their parents/carers a reasonable opportunity to express their views. **Awarding bodies can only enter into discussions over enquiries about results with Centres and private candidates.**

### **10. Appeals**

Centres **must** have in place a published formal appeals procedure for use in cases where Centres and candidates, or their parents/carers, cannot agree as to whether an appeal should be submitted to the relevant awarding body. The formal appeals procedure **must** be made widely available. Centres **must** therefore draw the appeals procedure to the attention of candidates and their parents/carers. In deciding whether to support an appeal, Centres should take account of all relevant factors and afford candidates or their parents/carers a reasonable opportunity to express their views. **Awarding bodies can only enter into discussions over appeals with Centres and private candidates.**

## **JCQ A guide to the awarding bodies' appeals processes** <http://www.jcq.org.uk/exams-office/appeals>

Please note that internal candidates and/or their parents/carers are not entitled to appeal directly to the awarding body. Representations must be made to the head of Centre where the candidate was entered or registered. The head of Centre's decision as to whether to proceed with an appeal is subject to the Centre's internal appeals arrangements.

## **Ofqual GCSE, GCE, Principal Learning and Project Code of Practice**

### **Gov principal learning**

9.13 The awarding organisation must require Centres offering its examinations to ensure that they have in place: a formal, codified procedure for handling disputes when a candidate or carer disagrees with a decision by the Centre not to support an enquiry.

Centres must be required to ensure that the procedures are published and made widely available and accessible to all candidates and their carers.

9.14 In deciding whether to support an enquiry or appeal, Centres should take account of all relevant factors and afford candidates or their carers a reasonable opportunity to express their views.

**However** in summer 2016, JCQ issued the following information in the [JCQ post-results-services](#) Ofqual has announced that the Code of Practice in relation to GCE AS, A-level and GCSE qualifications will be withdrawn in August 2016, being replaced by Qualification Level Conditions. Centres may, however, continue to refer to the Code of Practice for the awarding bodies' provision of post-results services and appeals, June 2016 examination series.

Arrangements for the awarding bodies' provision of post-results services and appeals, November 2016 examination series, may be subject to change. Centres will be notified of any changes in due course.

**Appellants should consult the full information in the above publications to be fully informed when stating their grounds for appeal.**

Further information can be obtained from:

*Appeal an exam result* <https://www.gov.uk/appeal-exam-result>

*The Appeals Process* <http://www.jcq.org.uk/examination-system/the-appeals-process>

These procedures are reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
JRJH	
Date of next review	

## Appendix: Appeal timeline for Centre assessed marks 2018

JCQ subjects - not Cambridge		Cambridge IGCSE		GCSE		A Level		Cambridge Pre-U (PY)		Art
Start of Term	Tuesday	17/04/2018		17/04/2018		17/04/2018		17/04/2018		17/04/2018
Deadline for Marks to be released to candidates (midday)	Monday	23/04/2018		23/04/2018		30/04/2018		30/04/2018		14/05/2018
HoD releases syllabus and marking criteria on request until 4pm	Wednesday	n/a		25/04/2018		02/05/2018		n/a		16/05/2018
Appeal request window closes at 4pm	Friday	n/a		27/04/2018		04/05/2018		n/a		18/05/2018
Appeal, if requested, takes place with independent assessor (5 days)	Friday	n/a		27/04/2018		04/05/2018		n/a		18/05/2018
Results of Appeal communicated by 4pm	Wednesday	n/a		02/05/2018		09/05/2018		n/a		23/05/2018
Internal Deadline	Thursday	26/04/2018		03/05/2018		10/05/2018		10/05/2018		24/05/2018
External Deadline	Monday Tuesday	30/04/2018		07/05/2018		15/05/2018		15/05/2018		31/05/2018