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# Internal Appeals Policy

Cardinal Newman Catholic High School

Version 1.0

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<b>Last Reviewed</b>	<b>January 2023</b>
<b>Reviewed By (Name)</b>	<b>Jo Langstaff</b>
<b>Job Role</b>	<b>Headteacher</b>
<b>Next Review Date</b>	<b>January 2024</b>
<b>Version produced Spring 2022</b>	

This document will be reviewed annually and sooner when significant changes are made to the law.

Guidance from the Department for Education about school policies can be found here:

<https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts>

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## 1.1. Key Staff included in Internal Appeals Procedures

Role	Name(s)
Head of Centre	Ms Joanne Langstaff
Senior Leader(s)	Miss Melanie Burras Mrs Fiona Burn Mrs Helen Hulse Mrs Rebecca Finn Mrs Julie Cadman
Exams Officer	Mrs Karen Slavin

## 1.2. Appeals against Internal Assessment Decisions (centre assessed marks)

Certain GCSE and other qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by Cardinal Newman Catholic High School 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 Cardinal Newman Catholic High School's 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

Cardinal Newman Catholic High School 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.

Cardinal Newman Catholic High School ensures that all centre staff follow a robust *Non-examination Assessment Policy* (for the management of Vocational and GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments for GCSE, Cambridge Nationals, BTEC and WJEC, 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. Cardinal Newman Catholic High School 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 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.

Cardinal Newman Catholic 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
- 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
- Inform candidates that they may request copies of materials (generally as a minimum, a copy their 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
- 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 these will be shared under supervised conditions) within 3 calendar days.
- Inform candidates they will not be allowed access to original assessment material unless supervised
- 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
- 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 within 3 calendar days of receiving copies of the requested materials – by completing the internal appeals form in this document.
- Allow 3 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 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 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 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.

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

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

This procedure confirms Cardinal Newman Catholic High School'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 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 with the candidate's statement of results on results day. Candidates are also made aware of the arrangements for post-results services and the availability of senior members of centre staff immediately after the publication of results, **before** they sit any exams in the form of letter along with their exam timetable.

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)
- 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. Collect informed written consent/permission from the candidate to access his/her script
2. 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
3. Support a request for the appropriate RoR service (clerical re-check or review of marking) if any error is identified.
4. Collect informed written consent from the candidate and parent/carer to request the RoR service before the request is submitted
5. Where relevant, advise an affected candidate to inform any third party (such as a college) that a review of marking has been submitted to an awarding body.

Written candidate and parental consent (informed consent via candidate email is acceptable) is required in all cases before a request for a RoR service 1 or 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 and parental 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.

If the candidate (or his/her 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 centre by completing the internal appeals form at least 5 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 1 calendar day 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.

## 1.5 Internal Appeals Form



For Centre Use Only	
Date received	
Reference No.	

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, 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	
Qualification Type 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:
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**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.**

## 1.6 Complaints and Appeals Log



**CARDINAL  
NEWMAN**  
CATHOLIC HIGH SCHOOL

On receipt, all complaints/appeals are assigned a reference number and logged.

The outcome of any review of the centre's marking will be made known to the exams officer and head of centre. A written record of the review will be kept and logged as an appeal, so information can be easily made available to an awarding body upon request. The awarding body will be informed if the centre does not accept the outcome of a review – this will be noted on this log.

Ref No.	Date Received	Complaint or Appeal	Outcome	Outcome Date



## 1.7 Further Guidance

### 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  
<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>

### 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-andrequirements>

## 1.8 Contact

If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint please contact the School Office, Headteacher or School Data Protection Officer:

<b>Data Protection Officer</b>	Education Data Hub (GDPR for Schools), Derbyshire County Council
<b>DPO Email:</b>	<a href="mailto:gdprforschools@derbyshire.gov.uk">gdprforschools@derbyshire.gov.uk</a>
<b>DPO Phone:</b>	01629 532888
<b>DPO Address:</b>	County Hall, Smedley Street, Matlock, Derbyshire, DE4 3AG

If however you are dissatisfied with our response to your concerns you can of course contact the ICO quoting our ICO registration number ZA077221.

Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Fax: 01625 524 510

Website: <https://ico.org.uk/concerns/>

## 1.9 Last Updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. **This version was last updated January 2023.**