

THE PAINSLEY CATHOLIC ACADEMY



**Internal Appeal Procedures
(Exams and Assessments)
April 2022**



APPEALS AGAINST INTERNAL ASSESSMENT DECISIONS (CENTRE-ASSESSED WORK)

This procedure confirms Painsley Catholic College's compliance with JCQ's General Regulations for Approved Centres 2019-2020, 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" and that the centre "*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*".

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

Painsley Catholic College is committed to ensuring that whenever its staff assess students' work for external qualification or controlled assessments, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Painsley Catholic 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 skills, and who have been trained in this activity. Students' work should be produced and authenticated according the requirements of the examinations board. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

All students must be informed of their centre assessed marks. On being informed of their centre assessed marks, candidates may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment. If a candidate believes that the above marking 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. Students are advised that within the review of centre assessment marking, marks may be altered positively, but they could also be altered negatively and therefore a student's mark could go up or down according to findings.

This procedure is available from the examinations support officers, and is posted on the website.

1. Students will receive their centre assessed marks from teachers by **Thursday 28th April 2022***.
2. If a student feels the need to request a copy of their marked work, the specification, the mark scheme or any other related documentation, they should email Mrs Keeling (GCSE) or Mrs Johnson (A-level) by **9am Friday 29th April 2022**.
3. Copies of materials to be made available to the student by **Friday 29th April 2022**.
4. Having reviewed their marked work, if a student feels the need to request an appeal they should email Mrs Keeling/Mrs Johnson as appropriate, immediately and by **9am Tuesday 3rd May 2022**. Requests will not be accepted after this deadline.
5. Painsley Catholic College will ensure that the review of marking is carried out by an assessor (this is normally another member of the same subject department) who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
6. You will be informed of the outcome of any review by e-mail by **Thursday 5th May 2022**.
7. The outcome of the review of the centre's marking will be made known to the head of centre. A written record will be kept and made available to the awarding body upon request.

Updates will be communicated via the students' school email address.

There is no option to delay or extend this process as all assessed marks have to reach the awarding bodies by a non-negotiable set deadline.

After work has been assessed internally it is moderated by the awarding body (examinations board). 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 moderation process is outside the control of Painsley Catholic College and is not covered by this procedure.

*Please note that due to the dates of the GCE/GCSE Art examinations students will be informed of the centre assessed mark for the exam element by **Friday 13th May 2022** and a review of marking can be submitted by **Monday 16th May 2022**, the outcome of which will be available by **Friday 20th May 2022**.

* Please also kindly note that the submission of marks for Music and Events Management is earlier than the above timescales and teaching staff will discuss timescales with students of these subjects.

APPEALS AGAINST THE CENTRE'S DECISION NOT TO SUPPORT A CLERICAL CHECK, A REVIEW OF MARKING, A REVIEW OF MODERATION OR AN APPEAL

This procedure confirms Painsley Catholic College's compliance with JCQ's General Regulations for Approved Centres 2019-2020, 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 in written format at the time of exam results collection.

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. An enquiry about the result may be requested.

Enquiries about results (EARs) offers three services:

Service 1 – clerical re-check

Service 2 – review of marking

Service 3 – review of moderation (this service is not available to an individual candidate)

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for an EAR 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. Students can also request a copy of their marked examination script.

Following the EAR 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 EAR 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 (see 'Internal Appeals Form' below). The form should be submitted to the head of centre within 7 calendar days of the notification of the outcome of the EAR. 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 Examination Support 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. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

N. B Where an original script has been returned to a centre or candidate, its security is compromised and it cannot subsequently be subject to an appeal.

April 2022

Review Date April 2023

FOR CENTRE USE ONLYDate
receivedReference
No.**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 & to request a review of the centre's 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		Unit code	
Subject		Unit/Exam paper title	

Please state the grounds for your appeal below

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