



# The Market Weighton School

## Internal Appeals Policy

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# Internal Appeals Policy

## Contents

1. Purpose of the procedure.....	Page 3
2. Appeals relating to internal assessments decisions (Centre assessed marks).....	Page 3
3. Appeals against TMWS's decision not to support a review of marks, a review of moderations or an appeal.....	Page 5
4. Appeals regarding the centre decisions relating to access arrangements and special consideration .....	Page 7
5. Appeals regarding centre decisions relating to other administrative issues.....	Page 8
6. Further Guidance to inform and implement appeals procedures.....	Page 9
7. Appendix 1 – Internal Appeals Form.....	Page 10
8. Appendix 2 – Complaints and Appeals Log.....	Page 11

## **Purpose of the procedure**

This procedure confirms The Market Weighton School's compliance with JCQ's General Regulations for Approved Centres that the centre will:

- Have in place and available for inspection an internal appeals procedure which must cover at least appeals regarding internal assessment decisions, post-result services and appeals, and centre decisions relating to access arrangements and special consideration

This procedure covers appeals relating to:

- Internal assessments decisions (centre assessed marks)
- Centre decisions not to support a clerical re-check, a review of marking, a review of moderation or an appeal
- Centre decisions relating to access arrangement and special consideration
- Centre decisions relating to other administrative issues

## **Appeals relating to internal assessment decisions (Centre assessed marks)**

This policy confirms The Market Weighton School's compliance with JCQ's General Regulations for Approved Centres that The Market Weighton School 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 Market Weighton School's marking

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

The Market Weighton 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.

The Market Weighton School ensures that all centre staff follow a robust *Non-examination Assessment Policy* (available electronically on the school website). 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. The Market Weighton School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher is 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 the appeals procedure below to consider whether to request a review of The Market Weighton School's marking.

The Market Weighton School will:

1. Ensure that candidates are informed of their centre assessed marks so that they may request a review of The Market Weighton School's marking before marks are submitted to the awarding body.
2. Inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as review will only focus on the quality of their work in meeting the published assessment criteria.
3. Inform candidates that they may request copies of materials (for example, as a minimum, a copy of 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 Market Weighton School's marking of the assessment.
4. Having received a request for copies of materials, promptly make the 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 three working days.
5. Inform candidates that they will not be allowed access to original assessment material unless supervised.
6. 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.
7. Provide a clear deadline for candidates to submit a request for a review of The Market Weighton School's marking. Requests will not be accepted after this deadline. Requests of marking must be made in writing within three working days of receiving copies of the requested materials. Requests should be made by completing The Market Weighton School's **internal appeals form** (see appendix 1).
8. Allow five working days for the review of marking to be carried out, to make any necessary changes to the marks and to inform the candidate of the outcome, all before the awarding body's deadline.
9. 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 for the component in question and has no personal interest in the outcome of the review.
10. Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by The Market Weighton School.
11. Inform the candidate in writing of the outcome of the review of The Market Weighton School's marking.

The outcome of the review of The Market Weighton School'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 Market Weighton School 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 Market Weighton School, 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.

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

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

The JCQ Information for candidates – AI (Artificial Intelligence and assessments) or similar centre document is issued to candidates prior to assessments taking place (and prior to a candidate signing the declaration of authentication which relates to their work)

The Market Weighton School ensures that staff delivering/assessing coursework, internal assessments and/or non-examination assessments are aware of centre procedures relating to the authentication of learner work and have robust processes in place for identifying and reporting plagiarism (including AI misuse) and other potential candidate malpractice.

Candidate malpractice offences relating to the content of work (i.e inappropriate/offensive content, copying/collusion, plagiarism (including AI misuse) and/or false declaration of authentication) which are discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication do not need to be reported to the awarding body but will be dealt with in accordance with the centre's internal procedures.

Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment where the offence does not relate to the content of candidates' work (e.g. possession of unauthorised materials, breach of assessment conditions) or where a candidate has signed the declaration of authentication, must be reported to the awarding body.

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, The Market Weighton School will follow the authentication procedures and/or malpractice instructions in the relevant JCQ document and any supplementary guidance that may be provided by the awarding body. Where this may lead to the decision to not 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.

If a candidate who is the subject of the decision disagrees with the decision, a written request setting out as clearly and concisely as possible the grounds for the appeal including any further evidence relevant to supporting the appeal, should be submitted.

The appellant will be informed of the outcome of the appeal within 4 working days of the appeal being received and logged by the centre.

### **Appeals relating to The Market Weighton School's decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal**

This procedure confirms The Market Weighton School's compliance with JCQ's General Regulations for Approved Centres that The Market Weighton School 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 on the schools website prior to the summer holidays.

Candidates are also made aware of the arrangements for post-results services prior to the issue of results. Candidates are also informed of the periods during which senior member of centre staff will be available immediately after the publication of results so that results may be discussed, and decisions made on the submission of reviews of marking. Candidates are informed of this before they sit any exams through the candidate exam handbook.

If The Market Weighton School or a candidate (or their 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 (RoR):**

- 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) – This checks that the mark scheme was applied correctly
- Priority Service 2 (Review of marking) – This service is only available to GCE A-level specifications (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 (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 Market Weighton School 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 Market Weighton School supports any concerns.

For written components the contributed to the final result, The Market Weighton School will:

1. Where a place at college is at risk, consider supporting a request for a Priority Service 2 review of marking
2. In all other instances, consider accessing the script by
  - a. (Where the service is made available by the awarding body) requesting a priority copy of the candidate's script to support a review of marking by the awarding body deadline or
  - b. (Where the option is made available by the awarding body) viewing the candidate's marked script online to consider if requesting a review of marking is appropriate
3. Collect informed written consent/permission from the candidate to access his/her script
4. 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 TMWS considers there are any errors in the marking
5. Support a request for the appropriate RoR service (clerical re-check or review of marking) if any error is identified
6. Collect informed written consent from the candidate to request the RoR service before the request is submitted
7. 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 consent is required in all cases before a request for a RoR service 1 or 2 is submitted to the awarding body as with these services candidates' marks and subject grades may be lowered. Candidate consent can only be collected **after** the publication of results. The JCQ candidate appeals consent form will be made available to all candidates on results day.

If a concern is raised about a particular examination result the exams officer, teaching staff and the head of centre will investigate the feasibility of requesting a review supported by The Market Weighton School.

If the candidate (or their parent/carer) believes there are grounds to appeal against The Market Weighton School's decision not to support a review, an internal appeal can be submitted to The Market Weighton School by completing the internal appeals form (Appendix 1) at least 14 calendar days prior to the internal deadline for submitting a request for review. The candidate will be informed of the outcome of their 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 appeals. 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 preliminary appeal.

Where the head of centre is satisfied after receiving the RoR outcome, but the candidate (or their 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 their parent/carers are not permitted to make direct representations to an awarding body.

The **internal appeals form** should be completed and submitted to The Market Weighton School within 7 calendar days of the notification of the outcome of the RoR. Subject to the head of centre's decision, this will allow The Market Weighton School 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 Market Weighton School 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, the fee will be refunded by the awarding body and repaid to the appellant by The Market Weighton School.

A log of all complaints/appeals will be completed on the Complaints and Appeals Log (Appendix 2).

### **Appeals regarding centre decisions relating to access arrangements and special consideration**

In line with the JCQ's General Regulations for Approved Centres, this procedure confirms that The Market Weighton School will:

- Have in place and available for inspection an internal appeals procedure which must cover at least appeals regarding – centre decisions relating to access arrangements and special considerations
- Comply with the principles and regulations governing access arrangements and special consideration as set out in the JCQ publications 'Access Arrangements and Reasonable Adjustments' and 'A guide to the special consideration process'
- Ensure that all staff who manage and implement access arrangements and special consideration are aware of the requirements and are appropriately supported and resourced

### **Access arrangements and reasonable adjustments**

In accordance with regulations, The Market Weighton School:

- Recognises its duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to service the centre provides to disabled candidates.
- Complies with its responsibilities in identifying, determining and implementing appropriate access arrangements and reasonable adjustments

Failure to comply with the regulations have the potential to constitute malpractice which may impact on a candidate's result(s)

Examples of failure to comply include:

- Putting in place access arrangements/adjustments that are not approved
- Failing to consider putting in place access arrangements (which may be a failure to comply with the duty to make reasonable adjustments)
- Permitting access arrangements/adjustments within the centre which are not supported by appropriate evidence
- Charging a fee for providing reasonable adjustments to disabled candidates AARA (Importance of these regulations)

### **Special consideration**

Where The Market Weighton School can provide signed evidence to support an application, it will apply for special consideration at the time of the assessment for a candidate who has temporarily experienced illness, injury or some other event outside of their control when the issue or event has had, or is reasonably likely to have had, a material effect on the

candidate's ability to take an assessment or demonstrate their normal level of attainment in an assessment.

### **Centre decisions relating to access arrangements, reasonable adjustments and special consideration**

This may include The Market Weighton School's decision not to make/apply for a specific reasonable adjustment or to apply for special consideration, in circumstances where a candidate does not meet the criteria for, or there is no evidence/insufficient evidence to support the implementation of an access arrangement/reasonable adjustment or the application of special consideration.

Where The Market Weighton School makes a decision in relation to the access arrangement(s), reasonable adjustment(s) or special consideration that apply for 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 with its responsibilities or followed due procedures, a written request setting out the grounds for appeal should be submitted

To determine the outcome of the appeal, the head of centre will consult the respective JCQ publication to confirm the centre has complied with the principles and regulations governing access arrangements and/or special consideration and followed due procedures.

The appellant will be informed of the outcome of the appeal with 2 working days of the appeal being received by The Market Weighton School.

If the appeal is upheld, The Market Weighton School will proceed to implement/submit the necessary arrangements.

### **Appeals regarding centre decisions relating to other administrative issues**

Circumstances may arise that cause The Market Weighton School to make decisions on administrative issues that affect a candidate's examinations/assessments.

Where The Market Weighton 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 with the regulations or followed due process, a written request setting out the grounds for appeal should be submitted

The appellant will be informed of the outcome of the appeal within 2 working days of the appeal being received and logged by The Market Weighton School.

### **Further guidance to inform and implement appeals procedures**

#### **JCQ**

- 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 – Reviews of marking (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**

- GCSE (9 to 1) qualification-level conditions and requirements <https://www.gov.uk/government/publications/gcse-9-to-1-qualification-level-conditions>



**Appendix 1**

**Internal Appeals Form**

**Date Received**

**Reference No.**

Please tick the appropriate box to indicate the nature of your appeals and complete all the white boxes on the form below.

- Appeal against an internal assessment decision and/or request for a review of marking
- Appeals against The Market Weighton School's decision not to support a clerical check, a review of marking, a review of moderation or an appeal
- Appeal against The Market Weighton School's decision relating to access arrangements or special consideration
- Appeals against The Market Weighton School's decision relating to an administrative issue

<b>Name of Appellant</b>		<b>Candidate Name (If different to Appellant name)</b>	
<b>Awarding Body</b>			
<b>Qualification Type</b>		<b>Exam Paper Title</b>	
<b>Subject</b>		<b>Exam Paper Code</b>	

Please state the grounds for your appeals below:

**Appellant Signature:**

**Date of signature:**

