



De Lisle College

A Catholic Voluntary Academy

Reviews of marking and Appeals procedure against internal assessment decisions 2023-2024

This plan is reviewed annually to ensure compliance with current regulations

Reviewed by	
Head of Centre	Dr J Pye
Exams Officer	Ms J Rate

Review date	February 2023
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Date of next review	February 2024
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Review of Marking – Internally assessed work

De Lisle College is committed to ensuring that whenever its staff mark (internally assess) candidates' controlled assessment/coursework/non-examination assessments this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

This is ensured by:

- subject staff having the necessary and appropriate knowledge, understanding, skills, and training in this activity
- subject staff authenticating candidates' work according to the requirements of the relevant awarding body
- a process of internal moderation and standardisation led by nominated staff to ensure consistency of marking

The candidates are then informed of the mark which has been awarded, and told that these marks should be considered provisional and may be adjusted by the Awarding Body upon moderation.

Deadlines for the submission of candidates work to the teacher are set within each department and may vary from subject to subject, in light of this, deadlines for review also vary from subject to subject.

Departments may record their deadlines here:

Student to give work to Teacher by;	Teacher to give mark to student by;	Students may appeal by;	Marks submitted to AB by;

A candidate may ask for a review of the centre awarded mark, before it is submitted to the Awarding Body, the candidate will need to explain on what grounds they wish to request this review, and it is not possible for this to be based on the quality of teaching. Candidates may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment, such as the mark scheme or assessment criteria, these materials will promptly be made available to the candidate.

Should a review subsequently be requested De Lisle College will:

1. provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
2. will 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. – a pro forma is available at the end of this document.
3. will allow sufficient time 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.
4. 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, and will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

5. will inform the candidate in writing of the outcome of the review of the centre's marking, and ensure the head of centre is also made aware. A written record of the review will be kept and made available to the awarding body upon request.

The internal review process is in place to ensure consistency of marking within the centre.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review, 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 De Lisle College and is not covered by this procedure.

Internal Appeals

An appeal can be made against the internal assessment (marking) decision using the appeals procedure below.

It should be noted that an appeal may only be made against the assessment (marking) process and not against the mark submitted by the centre to the awarding body.

1. Appeals should be made as early as possible and **at least two weeks before** the end of the last externally assessed paper in the examination series (e.g. the last GCSE written paper in the summer exam series).
2. Appeals must be made using the **internal appeals form** completed by the candidate (or parent/carer). The completed form should be returned to the exams officer.
3. The head of centre will appoint a member of the senior leadership team, who has had no involvement in the assessment process for that subject to conduct the investigation.
4. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the published requirements as detailed in the awarding body specification(s) and subject-specific associated documents.
5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to internal assessment procedures.
6. The outcome of the appeal will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

Appeals procedure against the centre decision not to support an enquiry about results

Following the issue of results, the general qualification awarding bodies offer post-results services. Full details of these services, internal deadlines for requesting a service and fees charged will be provided by the exams officer.

The service, enquiries about results (EARs), may be requested by centre staff and candidates* (or their parents/carers) if there are reasonable grounds for believing there has been an error in marking.

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 an enquiry at the centre's expense.

When De Lisle College does not create the request then the request can be made by a candidate (or his/her parent/carer), the candidate may pay the appropriate fee, and a request will be made to the awarding body on the candidate's behalf.

There may be some circumstances, where a candidate's request for an EAR, will not be put forward by the centre, reasons for this decision will be made clear at the time. However, if the candidate (or his/her 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 EAR.

Appeals procedure following the outcome of an enquiry about results

Where the head of centre remains dissatisfied after receiving the outcome of an EAR, an appeal will be made to the awarding body, following the guidance in the JCQ publications *Post-results services* and *A guide to the awarding bodies' appeals processes*.

Where the head of centre is satisfied after receiving the outcome of an EAR, but the candidate (or his/her parent/carer) are not satisfied, he/she 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 awarding body.

The internal appeals form should be completed and submitted to the 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 appeal and submit to the awarding body within the required 14 calendar days.

Awarding body 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 awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

**Candidates as referred to in these procedures, relate to those on the enrolled at the centre (internal candidates). Private (external) candidates should apply directly to the awarding body in relation to EARs and appeals.*

Internal appeals form

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

Please tick to indicate what the appeal is against:

- an internal assessment decision**
 the centre decision not to support an enquiry about results
 the outcome of an enquiry about results

Name of appellant		Candidate name <i>if different to appellant</i>	
Awarding body		Unit/module/exam paper code	
Subject		Unit/module/exam paper title	

Please state the grounds for your appeal below:

Continue overleaf if necessary

Appeal against an internal assessment decision

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 and not against the mark submitted by the centre for moderation by the awarding body.

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 services 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 exams officer, on behalf of the head of centre, to the timescale indicated in the internal appeals procedure.

Further information

The internal appeals procedures for De Lisle College have been produced to demonstrate compliance with the following publications.

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

[JCQ General Regulations for approved centres regulations](http://www.jcq.org.uk/exams-office/general-regulations)

<http://www.jcq.org.uk/exams-office/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 services](http://www.jcq.org.uk/exams-office/post-results-services)

<http://www.jcq.org.uk/exams-office/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.

7. 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 office/appeals](http://www.jcq.org.uk/exams-office/appeals)

<http://www.jcq.org.uk/exams-office/appeals>

12. 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

<https://www.gov.uk/government/publications/gcse-gce-principal-learning-and-project-code-of-practice>

- 9.13** The awarding organisation must require centres offering its examinations to ensure that they have in place:
- i** a procedure for candidates or their carers to request access to the enquiry and appeals system
 - ii** a procedure for lodging enquiries about results in cases where the centre supports an enquiry lodged by a candidate or carer
 - iii** 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.

Further information can be obtained from:

<http://www.jcq.org.uk/exams-office/controlled-assessments>

<http://www.jcq.org.uk/exams-office/coursework>

<http://www.jcq.org.uk/exams-office/non-examination-assessments>

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

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