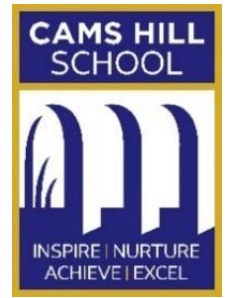


CAMS HILL SCHOOL EXAMINATIONS INTERNAL APPEALS PROCEDURE



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Key Staff Involved in Internal Appeals Procedures

Role	Name(s)
Head of centre	Gwennan Harrison-Jones
SLT members	Rachel Matthews
Exams officer	Olivera Ure

1. Appeals Against Internal Assessment Decisions (Centre Assessed Marks)

This procedure confirms Cams Hill School compliance with JCQ's General Regulations for Approved Centres 2018-2019, 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 (GCSE controlled assessments and GCSE non-examination assessments) that contribute to the final grade of the qualification are internally assessed and marked by the centre. The marks awarded are then submitted by the deadline set by the awarding body for external moderation.

Exam Boards Deadlines for the Submission of Coursework/Non-Examination Assessment NEA Marks (Summer 2019 exam series)

Date	Qualification	Details
05/05/2019	GCSE	Final date for submission of coursework/NEA marks (WJEC)
07/05/2019	GCSE	Final date for submission of coursework/NEA marks (AQA)
15/05/2019	GCSE	Final date for submission of coursework marks (Pearson, OCR)
31/05/2019	GCSE	Final date for submission of Art NEA marks (AQA)

Cams Hill 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.

Cams Hill School ensures that all centre staff follow a robust *Non-examination assessment policy* (for the management of GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments for GCSE 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. Cams Hill 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 teacher 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.

1. Cams Hill 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.
2. Cams Hill School will inform candidates that they may request copies of materials (for example: 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. Candidates may also wish to arrange to view their marked work in the school.
3. Cams Hill School will, having received a request for copies of materials, promptly make them available to the candidate within one working day.
4. Cams Hill School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Cams Hill School 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 within two calendar days of receiving copies of the requested materials and a minimum of five calendar days prior to the exam board's deadline. Candidates will need to complete the internal appeals form attached in this document.
6. Cams Hill School will allow five calendar days on receipt of the internal appeals form 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.
7. Cams Hill School will ensure that the review of marking is carried out by a teacher who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. Cams Hill School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Cams Hill School will inform the candidate in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

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.

2. Appeals Against the Centre's 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. Cams Hill School will issue the provisional results on Thursday 22 August 2019 between 1000 and 1130. Full details of Post-Results services, internal deadlines for requesting a service and fees charged are provided in the Examinations candidate booklet.

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, by Cams Hill examinations Candidate booklet, this document can also be found on Cams Hill website.

This procedure confirms Cams Hill School compliance with JCQ's General Regulations for Approved Centres 2018-2019, 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 ..."

If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, an enquiry about the result may be requested.

Review of Remarking 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 is required in all cases before a request for a Review of Remarking 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.

If a concern is raised about a particular examination result, Subject Staff routinely check results and, if they consider it appropriate to put in for a Review of Marking to the Examinations Board, they will contact the candidate.

Where the centre does not uphold a request from a candidate, it is possible for a candidate to request a remark. However, in this instance, Cams Hill School will ask the parent(s)/carer(s) to meet the cost. If the Review is successful the fee is refunded by the Examinations Board.

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 internal appeal can be submitted to the centre. The candidate should complete the internal appeals form seven calendar days prior to the internal deadline for submitting a Review of Marking 2019 (6 September 2019).

The appellant will be informed of the outcome of his/her appeal before the internal deadline for submitting Review of Marking.

Following the Review of Marking 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 Review of Marking 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.

Cams Hill School's procedure should be followed. The internal appeals form should be completed and submitted to the centre within seven calendar days of the notification of the outcome of the Review of Marking. 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 (the costs of the fees involved 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.

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 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	
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 a 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 indicated in the relevant appeals procedure

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
<https://www.jcq.org.uk/exams-office/appeals>
- ▶ Notice to Centres - Reviews of marking (centre assessed marks)
<https://www.jcq.org.uk/exams-office/controlled-assessments>
<https://www.jcq.org.uk/exams-office/coursework>
<https://www.jcq.org.uk/exams-office/non-examination-assessments>
- ▶ Notice to Centres – informing candidates of their centre assessed marks
<https://www.jcq.org.uk/exams-office/non-examination-assessments>

Ofqual

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