

Dodderhill School Internal Appeals Procedures

2018/19

Appeals against internal assessment decisions (centre assessed marks)

This procedure confirms Dodderhill School's compliance with JCQ's *General Regulations for Approved Centres 2018-2019*, section 5.7 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. 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, GCE coursework, GCE and GCSE non-examination assessments) 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.

Table 1 - Deadlines for the submission of marks (Summer 2019 exam series)

<u>GCSE Subject & exam board</u>	<u>Teaching staff deadline for internal marking & marks given to pupils</u>	<u>Deadline for pupils to appeal by</u>	<u>Deadline for informing pupils of the outcome</u>
Art & Design: Fine Art (OCR)	30th April	3rd May	10th May
English language Spoken Word (OCR)	30th April	3rd May	10th May
Music (OCR)	30th April	3rd May	10th May
Textiles (WJEC)	9th May	15th May	20th May

Dodderhill 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.

Dodderhill 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, 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. Dodderhill 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 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. Dodderhill 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. Dodderhill School will inform candidates that they 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.
3. Dodderhill School will, having received a request for copies of materials, promptly make them available to the candidate within 2 calendar days.
4. Dodderhill School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Dodderhill 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 by the deadline in Table 1 - **Deadlines for the submission of marks**, by completing the **internal appeals form**.
6. If a candidate submits work after the internal deadline this may delay the return of marks and will have a knock-on effect on the appeal process and may prevent the school from processing an appeal prior to the submission of marks to the exam board.
7. Dodderhill School will allow 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. **See Table 1 Deadlines for the submission of marks. NB mark changes can be either upwards or downwards.**

8. The school will make a charge of £45 for the review of marking. Requesting an appeal constitutes an acceptance of the charge. No charge will be made in the event that the appeal is successful.
9. Dodderhill School 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.
10. Dodderhill School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
11. Dodderhill School will inform the candidate in writing of the outcome of the review of the centre's marking.
12. 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.

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 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

Dodderhill School

Exam Policy

Procedures for how the centre will deal with candidates' access to scripts, reviews of results & appeals to the awarding bodies

2018/19

**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 Dodderhill School's compliance with JCQ's *General Regulations for Approved Centres 2018-2019, section 5.13* 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..."

Following the issue of results, awarding bodies make post-results services available. Information about how to request a review of marking, clerical check, copy of the exam script for a particular unit of an exam, internal deadlines for requesting a service and fees charged are provided by the exams officer and will be given out with exam results.

Candidates are also informed of these 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 Dodderhill School. This information is issued in a Year 11 assembly, taken by the Exam Officer and is in the Year 11 Exam handbook given to all Year 11's before they leave.

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

Review of results (RoRs) 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 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. Dodderhill School will submit the RoR once candidate consent has been obtained on the RoR form and payment for the requested service has been made.

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

Where the centre does not uphold a request from a candidate, the candidate may pay the appropriate RoR fee to the centre, and a request will be made to the awarding body on the candidate's behalf.

If the candidate (her parent/carer) believes there are grounds to appeal against the centre's decision not to support a review, an internal appeal can be submitted to the centre by completing the internal appeals form, at least 7 prior to the internal deadline for submitting a RoR.

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 (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 2 days 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 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 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.

The internal appeals & enquiries about results policy will be available from Mrs Salter on request and will be available on the school website.

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