

Internal Appeals Procedure (Internal assessment decisions) POLICY

Policy Name: Internal Appeals Procedure (Internal assessment decisions)	Issue date: October 2025	Version No: 3
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Policy Control/Monitoring

Approved by: (Position in Organisation)	Governors
Date:	04/12/2023
Accountability: (Position in Organisation)	Assistant Headteacher/ Exams Quality Control Lead
Revision Cycle:	Annually
Brief details of amendments made	V3 – expiry date amended

Equality Impact Assessment

This document forms part of Percy Hedley’s commitment to create a positive culture of respect for all staff and service users. The intention is to identify, remove or minimise discriminatory practice in relation to the protected characteristics (race, disability, gender, sexual orientation, age, religious or other belief, marriage and civil partnership, gender reassignment, pregnancy and maternity), as well as to promote positive practice and value the diversity of all individuals and communities. As part of its development this document and its impact on equality has been analysed and no detriment identified.

Key staff involved in the policy – Centre No 39301

- **Head of Centre**
- **SLT**
- **Examination Officer**

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Version Control Tracker

Version Number	Date
V1	04/12/2023
V2	16/10/2024
V3	16/10/2025

1. Introduction

2. Purpose

3. Principles relating to centre assessed marks

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1. Introduction

Certain qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by Percy Hedley School and internally reviewed/standardised. The marks awarded (the internal assessment decisions) which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation.

The moderation process carried out by the awarding body 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. Purpose of the procedure

The purpose of this procedure is to confirm the arrangements at Percy Hedley School for dealing with candidate appeals relating to internal assessment decisions.

This procedure ensures compliance with JCQ regulations which state that centres must:

- 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 centre's marking

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3. Principles relating to centre assessed marks

The head of centre/senior leader(s) at Percy Hedley School will ensure that the following principles are in place in relation to marking the work of candidates:

- A commitment to ensuring that whenever teaching staff mark candidates' work, that this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents
- All centre staff follow a robust Non-examination Assessment Policy (for the management of non-examination assessments). This policy details all procedures relating to non-examination assessments for relevant qualifications delivered in the centre, including the marking and quality assurance/internal standardisation 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
- A commitment to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher/tutor is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking
- On being informed of their centre assessed mark(s), if candidates believes that the above procedures were not followed in relation to the marking of their work, or that the assessor has not properly applied the marking standards to their marking, then they may make use of the internal appeals procedure below to consider whether to request a review of the centre's marking

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4. Procedure for appealing internal assessment decisions (centre assessed marks)

The head of centre/senior leader(s) at Percy Hedley 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
- Inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of work submitted
- Inform candidates that they may request copies of materials (generally as a minimum, a copy of the 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 centre's marking of the assessment
- Having received a request for copies of materials, promptly make them available to the candidate (for some marked assessment materials, such as artwork and recordings, inform the candidate that the originals will be shared under supervised conditions)
- Provide candidates with sufficient time 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
- Provide a clear deadline for candidates to submit a request for a review of the centre's marking and confirm understanding that requests must be made in writing and will not be accepted after deadline
- Require candidates to make requests for a review of centre marking by making an appeal in writing to the Examinations Officer, who will investigate the appeal and work with/communicate with subject teachers/Internal Verifier. If the Examinations Officer was directly involved in the assessment in question, the Head will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise if the Examinations Officer is not able to conduct the investigation for some other reason.

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- 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 for the submission of marks (see Deadlines below)
- Ensure that the review of marking is conducted 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
- Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre
- Inform the candidate in writing of the outcome of the review of the centre's marking
- Ensure the outcome of the review of the centre's marking is 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
- Ensure a written record of the review is kept and made available to the awarding body upon request
- Ensure the awarding body is informed if the centre does not accept the outcome of a review

5. Deadlines and timescales

Appeals should be made as soon as possible and must be made at least two weeks before the end of the last externally assessed paper in the examinations series. (So the appeal must be made before a date in mid-June for the summer series as presently timetabled.)

The Examinations Officer or other member of staff will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and the examinations code of practice of the JCQ. This will be done before the end of the series.

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Policy for Learner Appeals against Assessment Decisions

In cases where a learner wishes to appeal against an assessment decision;

- ✓ The learner shall in the first instance discuss any grievance with the tutor to try to reach an agreement
- ✓ If the learner is not satisfied with the outcome of these discussions, the learner should put the appeal in writing to the Internal Verifier at any time during the course or within 10 calendar days of receipt of results.
- ✓ The Internal Verifier will consider the evidence, discuss the matter with the tutor and inform the learner of the decision within 10 calendar days of the appeal being received. All information used in arriving at the disputed decision will be made available to the learner as and when requested
- ✓ If the learner is not satisfied with the decision of the Internal Verifier (IV), the appeal may be re-submitted within 10 calendar days of the IV decision having been given to the learner.
- ✓ The second appeal will be considered by an external specialist body; the identity of this body shall be agreed between the provider and the learner. Additional costs may be incurred by the centre, which will be covered by the learner in the event of the centres decision being upheld.
- ✓ The learner will be informed of the decision made by the external body within 20 calendar days of the second appeal being received, and this decision will be final.

Appeals against matters outside the School's control will not be considered in the Schools appeals procedure.

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