

INTERNAL APPEALS PROCEDURE
(relating to internal assessment decisions)
2018/2019



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Approved by:

Date: October 2018

Reviewed: n/a

Next Review Due: October 2019

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Purpose of the procedure

This procedure confirms Gartree High School's compliance with the relevant section of JCQ's *General Regulations for Approved Centres 2018-2019*, i.e.:

The centre 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"

Internal appeals procedure (relating to internal assessment decisions)

Gartree High 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.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Gartree High 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.

1. Gartree High 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. Gartree High School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment. Requests for materials must be received by the school within three working days of the marks being given. Requests must be made in writing, using the Request for Internal Assessment Materials Form, to the Exams and Data Officer, either at the school's address or by email at exams@gartree.leics.sch.uk.
3. Gartree High School will, having received a request for copies of materials, aim to make them available to the candidate within two working days. This would normally include the candidate's marked work, the relevant specification and associated subject-specific documents.
4. Gartree High School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision. This will normally be three working days.
5. Gartree High 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, using the Internal Appeals Form, to the Exams and Data Officer, either at the school's address or by email at exams@gartree.leics.sch.uk.
6. Gartree High School 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.
7. Gartree High 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.

8. Gartree High School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Gartree High 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.

Request for Internal Assessment Materials Form



Candidate Name			
Name of Requester <i>(if different to Candidate Name)</i>			
Assessment			
Please state the reason for the request			
Signature of Requester		Date	

This form must be signed, dated and returned to the Exams and Data Officer in line with the timescale indicated in the Internal Appeals Procedure

For office use only:

Date received		Received by		Passed to	
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Internal Appeals Form



Candidate Name			
Name of Appellant <i>(if different to Candidate Name)</i>			
Assessment			
Please state the grounds for appeal			
Signature of Appellant		Date	

This form must be signed, dated and returned to the Exams and Data Officer in line with the timescale indicated in the Internal Appeals Procedure

For office use only:

Date received		Received by		Passed to	
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