

4.1 Internal Appeals Procedure (Internal Assessment)

Silverdale School

4.1 Internal Appeals Procedure (Internal Assessment)

Centre name	Silverdale School
Centre number	36704
Date procedure first created	01/03/2024
Current procedure approved by	Samira Hussain
Current procedure reviewed by	Laura Bridle & Clare Kenyon
Date of next review	31/03/2026

Key staff involved in the procedure

Role	Name
Head of centre	Sarah Sims
Senior leader(s)	Samira Hussain
Exams officer	Laura Bridle & Clare Kenyon
Other staff (if applicable)	

This procedure is reviewed and updated annually to ensure that appeals against internal assessment decisions (centre assessed marks) at Silverdale School are managed in accordance with current requirements and regulations in the JCQ publications **General Regulations for Approved Centres (GR 5.7)**, **Instructions for conducting non-examination assessments**

(ICNEA 6.1). This procedure is also informed by the JCQ publications **Reviews of marking (centre assessed marks) suggested template for centres** and **Notice to Centres - Informing candidates of their centre assessed marks**.

Introduction

Certain qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by Silverdale 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.

The qualifications delivered at Silverdale School containing components of non-examination assessment/units of coursework are: GCSE

GCE

OCR Cambridge Nationals

BTEC Award Level 1/2

BTEC Award Level 3

Entry Level Certificate

Functional Skills

Purpose of the procedure

The purpose of this procedure is to confirm the arrangements at Silverdale 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, 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.

Principles relating to centre assessed marks

The head of centre/senior leader(s) at Silverdale 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 Additional centre-specific principles:

Procedure for appealing internal assessment decisions (centre assessed marks)

The head of centre/senior leader(s) at Silverdale 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) within the period of time as specified. (see **Deadlines** below)
- 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 this deadline. (see **Deadlines** below)
- Require candidates to make requests for a review of centre marking by completing the review of marking appeal form and submitting it to the relevant head of department.
- 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.

Additional centre-specific procedure:

Upon receipt of the review of marking appeal form, the head of department will;

- confirm by email to the student and parent that the form has been received and the review will be undertaken within 10 days.
- email the head of centre to inform them that an internal review of marking has been requested.

Deadlines and timescales

- Upon request, copies of materials will be made available to the candidate within 5 school days after the marks have been issued.
- The deadline to request a review of marking must be made within 5 school days of the candidate receiving copies of the requested materials.
- The process for completing the review, making any changes to marks, and informing the candidate of the outcome will be completed within 10 school days, all before the awarding body's deadline for the submission of marks.

Exception to this timeline:

GCSE Fine Art
GCSE 3D Design
A-level Fine Art

For these subjects, the externally set assignment (component 2, a timed practical examination) is completed in the summer term, at the end of the course, to allow the maximum amount of time for students to develop and hone their skills. After this assessment both component 1 and 2 will be marked. The marks and the corresponding mark scheme will be shared with students who will have:

- 2 working days to request the assessment evidence and a further 3 working days to request a review of their centre assessed mark(s). The entire process will take a total of 5 working days from marks being shared with students.

Appeals against decisions to reject a candidate's work on the grounds of malpractice

The JCQ [Information for candidates documents](#) (Coursework, Non-examination assessments, Social media) which are distributed to all candidates prior to relevant assessments taking place, inform candidates of the things they must and must not do when they are completing their work.

Silverdale School ensures that those members of teaching staff involved in the direct supervision of candidates producing work for assessments are aware of the potential for malpractice.

Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment component **prior** to the candidate signing the declaration of authentication does not need to be reported to the awarding body but will be dealt with in accordance with the centre's internal procedures. The only exception to this is where the awarding body's confidential assessment material has potentially been breached. The breach will be reported to the awarding body immediately.

If there are doubts about the authenticity of the work of a candidate or irregularities are identified in a candidate's work **before** the candidate has signed the declaration of authentication/authentication statement (where required) and malpractice is suspected, Silverdale School will:

- follow the authentication procedures and/or malpractice instructions in the relevant JCQ document (*Instructions for conducting non-examination assessments/Instructions for conducting coursework*) and any supplementary guidance that may be provided by the awarding body.
- inform the candidate of the suspicions of malpractice and allow them to make changes to the work, if necessary, before signing the declaration of authentication/authentication statement.

Where this may lead to the decision to **not** accept the candidate's work for assessment or to reject a candidate's coursework on the grounds of malpractice, the affected candidate will be informed of the decision.

If a candidate who is the subject of the decision disagrees with the decision:

- the candidate must send a written request by email to the Head of Centre, copying in the exams mailbox, setting out as clearly and concisely as possible the grounds for the appeal including any further evidence relevant to supporting the appeal, within 5 calendar days of the decision being made known to the appellant.

The appellant will be informed of the outcome of the appeal within 10 working days of the appeal being received and logged by the centre.