

St Louis Grammar School

Appeals Procedures

(1) Appeals against internal assessment decisions (Centre Assessed Marks)

Review Period:	This procedure is reviewed annually to ensure compliance with current regulations.	Annually February
Reviewed by:	Mr E McGlue (Examinations Officer) Mr O Sloan (Assistant Examinations Officer)	
Approved by:	Mr K Martin (Principal and Head of Centre)	

DOCUMENT CONTROL	
Retain while current. Retain 1 copy of policy for 2 years after being replaced	
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Approved by:	
Date approved:	
Name of originator / author:	Mr E McGlue
Date Issued:	
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Target Audience:	All Teaching Staff, Parents and Guardians, wider school community. To be made available on request and on the school website.

Appeals against internal assessment decisions (centre assessed marks)

St Louis Grammar School, Kilkeel (The School) is committed to ensuring that where staff assess students' work for external qualifications, this is done fairly, consistently and in accordance with the regulations and awarding body's specification and subject specific associated documents.

This policy is designed to promote quality, consistency, accuracy and fairness in assessment and thus, awarding. Assessment will be conducted by staff who have relevant knowledge and understanding, and who have been trained in the process.

This procedure confirms St Louis Grammar School's compliance with JCO's *General Regulations for Approved Centres 2021-2022, 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 qualifications (GCSE controlled assessments and GCSE non-examination assessments) that contribute to the final grade of the qualification are internally assessed (marked) by the subject teacher. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

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

St Louis Grammar 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.

As the above processes and quality assurance measures are in place then it is very unlikely that a review of marking will be required. However, if, on being informed of their centre assessed marks, a candidate 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 mark scheme to their marking, then they may make use of this appeals procedure to consider whether to request a review of the centre's marking.

St Louis Grammar School will:

1. 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. 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.
3. having received a request for copies of materials, promptly make them available to the candidate.
4. provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. 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 5 working days of receiving copies of the requested materials by completing the Review of Internal Assessment Appeal Form (Appendix (1)).

6. allow sufficient 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. 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. instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. inform the candidate in writing of the outcome of the review of the centre's marking.

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 line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Following the issue of results, awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the Exams Officer after the publication of results and accessible through the school website at the appropriate times.

Candidates are also informed of the arrangements for post-results services **before** results day.

Appendix 1: St Louis Grammar School – Review of Internal Assessment Appeal Form

This form should be completed to appeal against an internal assessment decision and request a review of marking.

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Candidate Name		Examination Number	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below:

Candidate declaration

By signing here, I am confirming that my appeal is against an internal assessment decision and I wish to request a review of the centre’s marking. **In giving consent, I understand that the mark awarded to me following the review may be lower than, higher than, or the same as the mark which was originally awarded for this subject.**

Signature:

Date of signature:

I give my permission for my assessment to be shared with an impartial assessor (who may not work at The School).

Please tick

Please return to the Examination Officer (on behalf of the Head of Centre).

Appendix 2: St Louis Grammar School – Examination Complaints and Appeals log

Ref No.	Date received	Complaint or Appeal	Outcome	Outcome date

Reviews of Centre Assessed Marks - The outcome of any reviews of the centre’s marking will be made known to the head of centre and will be logged. A written record will be kept and made available to the awarding body upon request. Should the review of the centre’s marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

Appendix 4: Further guidance to inform and implement appeals procedures

JCQ

- General Regulations for Approved Centre
<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/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>
- GCE qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements>
- Pre-reform GCE qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gce-qualification-level-conditions-for-pre-reform-qualifications>