

# ST AIDAN'S & ST JOHN FISHER ASSOCIATED SIXTH FORM

## Internal appeals procedures

2018/19

These procedures are reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
John Wood Headteacher St Aidan's	Paul Brockwell Headteacher St John Fisher
Date of next review	April 2020

## **St Aidan's and St John Fisher Associated Sixth Form**

### **Non-Examined Assessment Appeals Procedure for A Level, Level 3 Applied, EPQ & GCSE qualifications**

St Aidan's & St John Fisher Associated Sixth Form is committed to ensuring that whenever subject 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. St Aidan's & St John Fisher Associated Sixth Form is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where several subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. St Aidan's & St John Fisher Associated Sixth Form 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. A request by the candidate for copies of materials to assist them in considering whether to request a review of the centre's marking must be made **within 2 working days** of being informed of their centre assessed marks. Once the Associated Sixth Form has received a request from the candidate for copies of materials these will then be made available to the candidate **within 2 working days**. Please note: Grade boundaries are not available until the awarding process has taken place in the summer. Therefore, staff will not be able to inform students what grade their mark will equate to.
2. St Aidan's & St John Fisher Associated Sixth Form will inform candidates that reviews can only be requested on the basis of errors in the application of the mark scheme or wider failings of the standardisation procedure and cannot provide opportunities for a second opinion on the mark or address perceived failings in the preparation for the assessment.
3. St Aidan's & St John Fisher Associated Sixth Form will provide candidates with **5 calendar days** after a candidate has received copies of requested materials to subsequently request a review of the centre's marking. Requests for a review of marking **must be made in writing using the Internal Appeals Form** which is available on request from the Exams Officer. Requests will not be accepted after this deadline.
4. St Aidan's & St John Fisher Associated Sixth Form will allow **5 calendar days** 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 submission of the centre's marks.
5. St Aidan's & St John Fisher Associated Sixth Form 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.
6. St Aidan's & St John Fisher Associated Sixth Form will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
7. St Aidan's & St John Fisher Associated Sixth Form will inform the candidate in writing of the outcome of the review of the centre's marking.
8. 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. Should the review highlight any irregularity in procedures, the awarding body will be informed immediately.

#### Please Note:

After candidates' work has been internally assessed it is moderated by the awarding bodies to ensure consistency in marking between centres. The moderation process carried out by the awarding bodies may therefore result in a mark change either upwards or downwards, even after an internal review has taken place, so should therefore **be considered provisional**. This process is outside the control of St Aidan's & St John Fisher Associated Sixth Form and is not covered by the review procedure.

#### **Appeals Procedure against centre decisions not to pursue an enquiry about results.**

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.

The service, enquiries about results (EARs), may be requested by centre staff or candidates (or their parents/carers). Teaching staff may instigate an EAR at the centre's expense if it is felt there is sufficient reason to query a particular examination result, for example if a number of candidates' results are thought to be significantly different from those expected or where a number of Enquiries have been processed at candidates' expense leading to significant mark changes.

When the centre does not choose to pursue an EAR relating to a particular examination, the candidate may pay the appropriate fee and a request will be made to the awarding body on the candidate's behalf.

Candidates and parents/carers should be aware that EAR Service 3, a review of moderation, is not available to individual candidates. This means that, if the awarding body's moderator has adjusted the centre's internally-assessed marks for a NEA/coursework unit, the only available enquiry would be a re-moderation of the original sample of candidates' work. This could affect the results of all candidates in the cohort.

If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to pursue an enquiry, an appeal can be submitted to the centre using the **internal appeals form** at least **one week prior to** the internal deadline for submitting an EAR.

#### **Appeals procedure following the outcome of an enquiry about results**

Where the head of centre remains dissatisfied after receiving the outcome of an EAR, an appeal will be made to the awarding body, following the guidance in the JCQ publications *Post-results services* <http://www.jcq.org.uk/exams-office/post-results-services> and *A guide to the awarding bodies' appeals processes* <http://www.jcq.org.uk/exams-office/appeals>

Where the head of centre is satisfied after receiving the outcome of an EAR, but the internal candidate and/or their parent/carer is not satisfied, they may make a further representation to the head of centre. Following this, the head of centre's decision as to whether to proceed with an appeal will be based upon the centre's internal appeals arrangements. 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 **10 calendar days** of the notification of the outcome of the enquiry. Subject to the head of centre's decision, this will allow the centre to process the appeal and submit to the awarding body within the required 14 calendar days. Awarding body fees which may be charged for the appeal must be paid by the appellant on submission of the internal appeals form. 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.

## Internal appeals form

This form should be completed in all cases to lodge an appeal.

Please tick to indicate what the appeal is against:

- ☐ **internally assessed marks**
- ☐ **the centre decision not to pursue an enquiry about results**
- ☐ **the outcome of an enquiry about results**

<b>Name of appellant</b>		<b>Candidate name if different to appellant</b>	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below:

*Continue overleaf if necessary*

### Appeal against internally assessed marks

#### Appellant declaration

By signing here, I am confirming I understand the purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body's specification and subject-specific associated documents. I also understand the appeal may only be made against the assessment process not against the mark to be submitted by the centre for moderation by the awarding body.

**Signature:**

**Date of signature:**

### Appeal against the centre decision not to pursue an enquiry about results

#### Appellant declaration

By signing here, I am confirming I feel there are grounds to appeal against the centre's decision.

**Signature:**

**Date of signature:**

### Appeal against the outcome of an enquiry about results

#### Appellant declaration

By signing here, I am confirming I understand that the grounds for my appeal must relate to the awarding body's procedures or the application of the post-result service procedures. I also understand that appeals do not generally involve further reviews of marking candidates' work. I also confirm that I will pay in advance any fees which may be charged by the awarding body for the appeal. I understand this fee will be refunded if the appeal is upheld.

**Signature:**

**Date of signature:**

**The appellant declaration against the relevant appeal must be signed, dated and returned to the EO, on behalf of the head of centre, to the timescale indicated in the internal appeals procedure.**