

# **Overton Grange School**

## **Internal Appeals Procedures**

### **2022/23**

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
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HEAD OF CENTRE – Miss C Auger	
Date of next review	Sept 2023

# Internal Appeals Procedures

## Appeals regarding Internal Assessment (NEA) Decisions

Certain components of GCSE and GCE qualifications (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. Overton Grange School is committed to ensuring that whenever its staff mark candidates' work that this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Overton Grange School ensures that all Centre staff follow a robust Non-Examination Assessment Procedure (for the management of GCE and GCSE non-examination assessments). This procedure details all processes relating to non-examination assessments, including the marking and quality assurance requirements 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. Overton Grange 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. On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of this appeals procedure to consider whether to request a review of the Centre's marking by completing the Internal Appeals Form (available on the website under Students/Examinations).

1. Overton Grange 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. Overton Grange School will inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment within 48 hours of receiving their centre assessed marks.
3. Overton Grange School will, having received a request for copies of materials, make them available to the candidate within 48 hours.
4. Requests for reviews of marking must be made in writing within 5 calendar days of receiving copies of the requested materials by completing the Internal Appeals Form and handing it to the Examinations Officer.
5. Overton Grange School will allow 7 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.
6. Overton Grange 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.
7. Overton Grange School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

8. The candidate will be informed in writing of the outcome of the review of the centre's marking.
9. The outcome of the review of the centre's marking will be made known to the Head of Centre. A written record will be kept and made available to the awarding body upon request. After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Overton Grange School and is not covered by this procedure.

# Internal Appeals Procedures

## Post Results Services & Appeals

Overton Grange School has a procedure in place advising how candidates can request any Post Results Services.

Where a candidate disagrees with a Centre decision not to support a Clerical Re-check, a Review of Marking or a Review of Moderation, the Centre will:

- For a Clerical Re-check or Review of Marking, advise the candidate he/she may request the re-check/review by providing informed written consent (and the required fee) for this service to the Centre by the deadline set by the Centre
- Inform the candidate that a Review of Moderation cannot be requested for the work of an individual candidate or the work of a candidate not in the original sample or where the moderation marks are unchanged

If the candidate (or his/her parent/carer) believes there are grounds to appeal against the Centre's decision not to support a Post Results Service, an Internal Appeal can be submitted to the Centre by completing the Internal Appeals Form (available on the website under Students/Examinations).

This must be submitted at least two weeks before the awarding body's published deadline for the Post Results Service. The appellant will be informed of the outcome of his/her appeal before the internal deadline for submitting a Post Results Service.

Following the outcome of a Post Results Service, an external Appeals process is available if the Head of Centre remains dissatisfied with the outcome and believes there are grounds for Appeal.

The JCQ publications Post-Results Services and JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes) will be consulted to determine the acceptable grounds for a preliminary appeal. However, where the Head of Centre is satisfied after receiving the Post Results Service outcome, but the candidate (or his/her parent/carer) believes there are grounds for a preliminary Appeal to the awarding body, a further Internal Appeal may be made to the Head of Centre by completing the Internal Appeals Form (available on the website under Students/Examinations).

Following this, the Head of Centre's decision as to whether to proceed with a preliminary Appeal will be based upon the acceptable grounds as detailed in the JCQ Appeals Booklet. 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 5 calendar days of the notification of the outcome of the Post Results Service. Subject to the Head of Centre's decision, this will allow the Centre to process the preliminary Appeal and submit to the awarding body within the required **30 calendar days** of receiving the outcome. Awarding body fees which may be charged for the preliminary Appeal must be paid to the Centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the Exams Officer). If the Appeal is upheld by the awarding body, this fee will be refunded by the awarding body.

# Internal Appeals Procedures

## Centre Decisions relating to Access Arrangements & Special Consideration

Overton Grange School will:

- comply with the principles and regulations governing access arrangements and special consideration as set out in the JCQ publications **Access Arrangements and Reasonable Adjustments** and **A guide to the special consideration process**
- ensure that all staff who manage and implement access arrangements and special consideration are aware of the requirements and are appropriately supported and resourced

### **Access arrangements and reasonable adjustments**

In accordance with the regulations, Overton Grange School:

- recognises its duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates.
- complies with its responsibilities in identifying, determining and implementing appropriate access arrangements and reasonable adjustments

Failure to comply with the regulations have the potential to constitute malpractice which may impact on a candidate's result(s).

Examples of failure to comply include:

- putting in place access arrangements/adjustments that are not approved
- failing to consider putting in place access arrangements (which may be a failure to comply with the duty to make reasonable adjustments)
- permitting access arrangements/adjustments within the centre which are not supported by appropriate evidence
- charging a fee for providing reasonable adjustments to disabled candidates AARA (Importance of these regulations)

### **Special Consideration**

Where Overton Grange School can provide signed evidence to support an application, it will apply for special consideration at the time of the assessment for a candidate who has temporarily experienced illness, injury or some other event outside of their control when the issue or event has had, or is reasonably likely to have had, a material effect on the candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

### **Centre decisions relating to access arrangements, reasonable adjustments and special consideration**

This may include Overton Grange School's decision not to make/apply for a specific reasonable adjustment or to apply for special consideration, in circumstances where a candidate does not meet the criteria for, or there is no evidence/insufficient evidence to support the implementation of an access arrangement/reasonable adjustment or the application of special consideration.

Where Overton Grange School makes a decision in relation to the access arrangement(s), reasonable adjustment(s) or special consideration that apply for a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied with its responsibilities or followed due procedures, a written request setting out the grounds for appeal should be submitted

- The candidate should complete the Internal Appeals Form (available on the school website under Students/Examinations within 2 days of the decision being made known to the candidate.
- To determine the outcome of the appeal, the Head of Centre will consult the respective JCQ publication to confirm the Centre has complied with the principles and regulations governing access arrangements and/or special consideration and followed due procedures.

The appellant will be informed of the outcome of the appeal within 7 calendar days of the appeal being received and logged by the centre.

If the appeal is upheld, Overton Grange School will implement the necessary arrangements/submit the necessary application on behalf of the candidate.