



THE KING'S SCHOOL GRANTHAM

Internal student appeals procedures 2019/20

KEY STAFF INVOLVED IN THE PROCESS

Role	Name(s)
Special Educational Needs and Disabilities Coordinator (SENDCo)	Miss Simone Bieber
Head of Centre	Mr Simon Pickett
Examinations Officer (EO)	Mrs Lisa Topham
Examinations Officer line manager	Mr Simon Pickett

Throughout this policy AA refers to <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>.

Throughout this policy GR refers to <https://www.jcq.org.uk/exams-office/general-regulations>

APPEALS AGAINST INTERNAL ASSESSMENT DECISIONS (CENTRE ASSESSED MARKS)

This procedure confirms The King's Schools compliance with JCQ's General Regulations for Approved Centres, 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 as 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 and GCE qualifications (GCSE controlled assessments, GCE coursework, GCE 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.

DEADLINES FOR THE SUBMISSION OF MARKS (SUMMER 2019 EXAM SERIES)

DATE	QUALIFICATION	DETAILS
N/A	GCSE	Final date for submission of (9-1) Computer Science
07/05/2020	GCSE	Final date for submission of internally - assessed marks (except Art and Design) for May/June marks (AQA)
05/05/2020	GCSE	Final date for submission of internally - assessed marks for most subjects May/June marks (WJEC)
15/05/2020	GCSE	Final date for submission of internally - assessed Coursework, Controlled Assessment and Non-examination Assessments(NEA) marks. (Pearson and OCR) Art – minimum 48 hours before moderator visit. (Pearson)
15/05/2020	GCE	Final date for submission of coursework marks (AQA, OCR, Pearson and WJEC) Art – minimum 48 hours before moderator visit. (Pearson)

The King's 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.

The King's Schools ensures that all centre staff follow a robust Non-Examination Assessment (NEA) policy (for the management of GCE and GCSE non-examination assessments). This policy details all procedures relating to NEA, including the marking and quality assurance 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. The King's 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 work, or that the assessor has not properly applied the mark scheme to his marking, then he may make use of this appeals procedure to consider whether to request a review of the centre's marking.

1. The King's Schools 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. The King's 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.
3. The King's School will, having received a request for copies of materials, promptly make them available to the candidate within 5 calendar days. (the timescales identified in this policy are only effective during term time, there will be no provision for the internal appeal process during school holidays.)
4. The King's School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. 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 payment of £88.56. Students in receipt of pupil premium funding are eligible for financial support from the school.
6. The King's School will allow 10 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.
7. The King's 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. The King's School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed 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 and will be logged as a complaint. 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.

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 The King's School and is not covered by this procedure.

APPEALS AGAINST THE CENTRE’S DECISION NOT TO SUPPORT A CLERICAL CHECK, A REVIEW OF MARKING, A REVIEW OF MODERATION OR AN APPEAL

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.

Candidates are also informed of the arrangements for post-results services before they sit any exams via The King’s School website and senior members of centre staff are available on results days and the day after the publication of results.

If the centre or a candidate (or his parent or carer) has a concern and believes a result may not be accurate, a review of results may be requested.

REVIEW OF RESULTS (RORs) OFFERS FOUR SERVICES.

Service 1 – clerical re-check

Service 2 – review of marking

Service 3 – review of moderation (this service is not available to an individual candidate)

Service 4 – Access to Scripts

Written candidate consent is required in all cases before a request for a ROR service 1 or 2 is submitted to the awarding body as with these services candidates’ marks and subject grades may be lowered. Candidate consent can only be collected after the publication of results.

If a concern is raised about a particular examination result the Head of Centre will investigate the feasibility of requesting an enquiry supported by the centre.

Where the centre does not uphold a request from a candidate, the candidate may pay the appropriate ROR fee to the centre, and a request will be made to the awarding body on the candidate’s behalf.

If the candidate (or his parent or carer) believes there are grounds to appeal against the centre’s decision not to support an enquiry, an internal appeal can be submitted to the centre by completing the internal appeals form at least 7 calendar days prior to the internal deadline for submitting an ROR.

The appellant will be informed of the outcome of his appeal before the internal deadline for submitting an ROR.

Following the ROR outcome, 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.

Where the head of centre is satisfied after receiving the ROR outcome, but the candidate (or his parent or 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. 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, parents or 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 ROR. 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 of the review of results process. Awarding body fees which will 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 and repaid to the appellant by the centre.

INTERNAL APPEALS FORM

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

- Appeal against an internal assessment decision and/or request for a review of marking
- Appeal against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal

Name of appellant		Candidate name (if different to appellant)	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal:

If necessary continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

If applicable, tick below

Where my appeal is against an internal assessment decision:

- I wish to request a review of the centre's marking

Appellant signature:		Date of signature:	
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This form must be signed, dated and returned to the exams officer to the timescale indicated in the relevant appeals procedure

FURTHER GUIDANCE TO INFORM AND IMPLEMENT APPEALS PROCEDURES

JCQ

General Regulations for Approved Centres

<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/coursework>

<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>