

## INTERNAL APPEALS PROCEDURE

<b>DRAFTED BY:</b>	JHI	<b>DATE:</b>	March 2018
<b>APPROVED:</b>	TBC	<b>ISSUE:</b>	1
<b>GOV. PANEL:</b>	Standards	<b>STATUS:</b>	Pending

### 1. Introduction

- 1.1.** This procedure confirms Isleworth & Syon School's compliance with JCQ's General Regulations for Approved Centres 2017-2018, section 5.8 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."
- 1.2.** Certain components of GCSE and GCE (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 centre. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.
- 1.3. DEADLINES FOR THE SUBMISSION OF MARKS (SUMMER 2018 EXAM SERIES)**

DATE	QUALIFICATION	DETAILS
07/05/2018	GCSE (except Art & PE)	Final date for submission of all coursework marks.
17/05/2018	GCSE PE	Final date for submission of all coursework marks.
31/05/2018	GCSE & GCE Art	Final date for submission of all coursework marks.
15/05/2018	GCE	Final date for submission of coursework marks (AQA, OCR, Pearson and WJEC)

- 1.4.** Isleworth & Syon 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. This policy details all procedures relating to non-examination assessments, including the marking and quality assurance processes which relevant teaching staff are required to follow.
- 1.5.** Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Isleworth & Syon 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.
- 1.6.** On being informed of their centre-assessed marks, if a candidate believes that the following 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.
- 1.7.** N.B. an appeal may only be made against the assessment process and not against the mark to be submitted to the awarding body. It is not possible for anyone to alter the work after the internal assessor (teacher) has provided a mark to the candidate.

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## 2. Appeals Procedure

- 2.1. Isleworth & Syon 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.
- 2.2. Candidates 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. Requests for materials should be made to the Exams Officer no later than two working days after marks have been issued.
- 2.3. Isleworth & Syon School will, having received a request for copies of materials, promptly make them available to the candidate within two working days.
- 2.4. Requests for a review of the centre's marking must be made in writing within three working days of receiving copies of the requested materials by completing the internal appeals form. Requests will not be accepted after this deadline.
- 2.5. Isleworth & Syon School will allow five working 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.
- 2.6. Isleworth & Syon 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.
- 2.7. Isleworth & Syon School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- 2.8. Isleworth & Syon School will inform the candidate in writing of the outcome of the review of the centre's marking.
- 2.9. 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.
- 2.10. 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.



I have paid the £5 Internal Appeal fee online via Tucasi

NAME OF CANDIDATE:		CANDIDATE NUMBER:	
AWARDING BODY:		EXAM PAPER CODE:	
SUBJECT:		EXAM PAPER TITLE:	

**PLEASE STATE THE GROUNDS FOR YOUR APPEAL BELOW:**

(This can only be based on a mark not in accordance with the mark scheme or Awarding Body specification)

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

SIGNATURE:		DATE:	
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The form must be signed, dated and returned to the Examinations Office within 5 working days of receiving your internally assessed marks. The fee of £5 must be paid by this date using the Tucasi online payment system.

**FOR CENTRE USE ONLY**

DATE RECEIVED:	
REFERENCE NO.:	