

CHRIST THE KING CATHOLIC HIGH SCHOOL AND SIXTH FORM
CENTRE



Internal Appeals Procedure

Appeals against internal assessment decisions (centre assessed marks)

Please note that this section of the policy applies to work which has been completed and submitted for marking by Centre staff in accordance with the Awarding Body's criteria and for which the appropriate authentication statements have been signed. It applies to Controlled Assessments, Coursework and Non-Examination Assessments for all boards.

- Certain components of GCSE and GCE (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments) and other qualifications 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.
- Christ the King Catholic High School and Sixth Form Centre 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.
- Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Christ the King Catholic High School and Sixth Form Centre 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.
- Christ the King Catholic High School and Sixth Form Centre 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.
- Requests must be made in writing by completing the internal appeals form below within **24hours** of receiving their marks. Any requests made after this will not be processed. Please see the table below for details of the departmental deadlines for issuing centre assessed marks.
- Christ the King Catholic High School and Sixth Form Centre will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision. Wherever possible, there will be a period of **5 working** days between the issuing of marks and this deadline.
- Christ the King Catholic High School and Sixth Form Centre 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.
- Christ the King Catholic High School and Sixth Form centre will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- A review of marking is not an opportunity for the work to be marked by a different person with the aim of finding an opportunity to increase the mark. The purpose of the review of marking is to identify whether the candidate's mark is consistent with the standard set by the centre. Marks will not be changed if the candidate's mark is consistent with the marking criteria and the standard set by the centre but the reviewer would have awarded a different mark.

- Candidate's and parents / carers must recognise that a mark may be raise, stay the same or be lowered following a review of marking.
- The outcome of the review is final in so far as any internal assessment is concerned, including if the outcome of the review is to reduce the mark.
- There is no further right to appeal, but in the event that a candidate has concerns about the any aspect of the conduct of the appeal, they must raise this with the headteacher.

Subject	GCSE / GCE / Other	Internal deadline
Art & Design	GCSE	23 rd May 2018
Art	GCE	23 rd May 2018
Biology	GCE	1 st May 2018
Business Studies	GCSE	5 th May 2018
Chemistry	GCE	1 st May 2018
Child Development	GCSE	30 th April 2018
Computer Science	GCE	27 th April 2018
Drama	GCSE	1 st May 2018
Design & Technology	GCSE	30 th April 2018
Design & Technology	GCE	8 th May 2018
Entry Level Certificate: Science	Entry Level Certificate	10 th May 2018
English	GCSE	23 rd April 2018
English	GCE	23 rd April 2018
Extended Project	Level 3 Project	27 th April 2018
Film Studies	GCE	20 th April 2018
Geography	GCE	4 th May 2018
History	GCE	16 th April 2018
ICT	GCSE	24 th April 2018
Media Studies	GCSE	20 th April 2018
Media Studies	GCE	20 th April 2018
Music	GCSE	1 st May 2018
Physics	GCE	1 st May 2018

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.

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.
- Candidates are also informed of the arrangements for post-results services before they sit any exams and the accessibility of senior members of centre staff immediately after the publication of results.

- If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, an enquiry about the result may be requested.
- Enquiries about results (EARs) offers three 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)
- Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for an EAR 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 the candidate (or his/her parent/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 below at least 14 days prior to the deadline for submitting an EAR.
- The appellant will be informed of the outcome of his/her appeal.
- Following the EAR 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 EAR 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. 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 days of the notification of the outcome of the EAR. 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 enquiry about results process. 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 and repaid to the appellant by the centre.]

Internal appeals form

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

FOR CENTRE USE ONLY	
Date received	
Reference No.	

- 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 below

(If applicable, tick below)

- Where my appeal is against an internal assessment decision I wish to request a review of the centre's marking

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

Appellant signature:

Date of signature:

This form must be signed, dated and returned to the exams officer on behalf of the head of centre to the timescale indicated in the relevant appeals procedure