



# **Todmorden High School**

## **Internal Appeals Policy**

**Created:**  
**Amended:**  
**Next Review Date:**

## **APPEALS PROCEDURE AGAINST INTERNAL ASSESSMENT DECISIONS**

The school is committed to ensuring that internal assessments are marked and administered fairly, consistently and in accordance with the awarding body specifications and subject-specific associated documents.

This is ensured by:

- Subject staff having the necessary and appropriate knowledge, understanding, skills, and training in this activity
- Subject staff authenticating candidates work according to the requirements of the relevant awarding body
- A process of internal moderation and standardisation led by nominated staff

An appeal against internal assessment decisions can be made, based on the above not being fulfilled. All appeals must follow the process below.

1. Appeals should be made as early as possible and at least two weeks before the submission of marks to the awarding body.
2. Appeals should be made using the internal appeals form completed by the candidate.
3. The head of centre will appoint a member of the senior leadership team, who has no involvement in the assessment process for that subject to conduct the investigation.
4. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements as detailed in the awarding body specification(s) and/or subject-specific associated documents.
5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to internal assessment procedures.
6. The outcome of the appeal 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 appeal bring any significant irregularity in procedures to light, the awarding body will be informed.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation may lead to mark changes. This process is outside the control of The Academy and is not covered by this procedure.

### **APPEALS AGAINST CENTRE'S DECISION NOT TO SUPPORT A CLERICAL CHECK, REVIEW OF MARKING, A REVIEW OF MODERATION OR AN APPEAL.**

This procedure confirms Todmorden High School's compliance with JCQ's General Regulations for Approved Centre booklet, section 5.14 that the centre has in place 'a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical check, review of marking, review of moderation or an appeal.

Following the issue of results, awarding bodies make post-results 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 arrangements for post-results services before they sit exams.

If the centre or a candidate (or his/her parent/carer) has a concern and believes a results may not be accurate, an enquiry about the result may be requested.

Enquires 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 these services candidates' marks and subject grades can be lowered. Candidate consent can only be collected after the publication of results.

If a concern is raised about a particular examination result, the exam officer, teaching staff and head of centre will investigate the feasibility of requesting an enquiry at the centre's expense.

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

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

#### **APPEALS 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 from JCQ.

Where the head of centre is satisfied after receiving the EAR outcome, but the candidate and/or their 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 parent/carer are not permitted to make direct representations to an awarding body.

The internal form should be completed and submitted to the centre within 10 calendar 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. Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the complainant before the preliminary appeal is submitted to the awarding body. If the appeal is upheld by the awarding body, this fee will be refunded.

## INTERNAL APPEALS FORM

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

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

**Internal appeals form Name of appellant**

**Candidate name**

**Awarding body**

**if different to appellant**

**Unit/module/exam paper code**

**Subject**

**Unit/module/exam paper title**

Please state the grounds for your appeal below:

Continue overleaf if necessary

**(If applicable, tick below)**

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

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Signature:

Date of signature: