



**ASPIRATIONS**

## Internal Appeals Procedure – Exams

### Magna Academy

**Approved by Regional Board:**

**Date:** September 2020

**Last reviewed on:** September 2020

**Next review due by:** September 2021

## **Appeals procedure against internally assessed marks**

Certain GCSE, GCE and other qualifications contain components of non-examination assessment (or units of coursework) that are internally assessed (marked) by Magna Academy and internally standardised. The marks awarded (the internal assessment decisions) which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation.

This procedure confirms Magna Academy's compliance with JCQ's General Regulations for Approved Centres 2020-2021 (section 5.7) that the Magna Academy will:

- have in place and be available for inspection purposes, 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
- before submitting marks to the awarding body inform candidates of their centre assessed marks and allow a candidate to request a review of the centre's marking

Magna Academy is committed to ensuring that whenever its staff mark candidates' work that this is done fairly, consistently and in accordance with the regulations and awarding body's specification and subject-specific associated documents.

Magna Academy ensures that all centre staff follow a robust *Non-examination Assessment Policy* for the management of GCE and GCSE non-examination assessments. This policy details all procedures relating to non-examination assessments, for GCE, GCSE, Project qualifications, BTEC or Vocational qualifications, including the marking and quality assurance processes which relevant teaching staff are required to follow.

Staff who have the appropriate knowledge, understanding and skill, and who have been trained in this activity will mark students' work. Magna Academy is committed to ensuring that work produced by students is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking students' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their centre assessed marks, if a student 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. If this cannot be resolved by discussion between the teacher and/or subject lead then the student may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

Magna Academy will:

1. 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. inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of their work in meeting the published assessment criteria
3. inform candidates that they may request copies of materials (for example, as a minimum, a copy of their marked assessment material (work) and the mark scheme or assessment criteria plus additional materials which may vary from subject to subject) to assist them in considering whether to request a review of the centre's marking of the assessment
4. having received a request for copies of materials, promptly make them available to the candidate (or for some marked assessment materials, such as art work and recordings, inform the candidate that these will be shared under supervised conditions) within 2 calendar days
5. inform candidates they will not be allowed access to original assessment material unless supervised
6. provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision, informing candidates that if their decision is to request a review they will need to explain what they believe the issue to be
7. provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing within 1 calendar day of receiving copies of the requested materials by completing the **internal appeals form available from the Exams Officer**
8. allow 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
9. 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
10. instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre
11. inform the candidate in writing of the outcome of the review of the centre's marking

The outcome of the review of the centre's marking will be made known to the head of centre who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body. A written record of the review will be kept and made available to the awarding body upon request.

The awarding body will be informed if the centre does not accept the outcome of a review.

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 in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

## **Appeals procedure against centre decisions not to support an enquiry about results (EAR)**

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.

The service, *enquiries about results* (EARs), may be requested by teaching staff or students (or their parents/carers). (EAR service 3 is not available to individual students). If a query is raised about a particular examination result, the exams officer, teaching staff and SLT will investigate the feasibility of requesting an enquiry at the Academies expense.

When the Academy does not uphold a request from a student, the student may pay the appropriate fee, and a request will be made to the awarding body on the student's behalf.

If the student (or their parent/carer) believes there are grounds to appeal against the Academies' decision not to support an enquiry, an appeal can be submitted to the Academy using the **internal appeals form** at least **5 calendar days** to the internal deadline for submitting an EAR.

## **Appeals procedure following the outcome of an enquiry about results (EAR)**

Where the Principal remains dissatisfied after receiving the outcome of an EAR, an appeal will be made to the awarding body, following the guidance in the JCQ publications *Post-results services*

<http://www.jcq.org.uk/exams-office/post-results-services> and *A guide to the awarding bodies' appeals processes* <http://www.jcq.org.uk/exams-office/appeals>

Where the Principal is satisfied after receiving the outcome of an EAR, but the internal students' and/or their parent/carer is not satisfied, they may make a further representation to the Principal. Following this, the Principal's decision as to whether to proceed with an appeal will be based upon the Academies internal appeals arrangements. Students 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 Academy within **5 calendar days** of the notification of the outcome of the enquiry. Subject to the Principal's decision, this will allow the Academy to process the appeal and submit to the awarding body within the required **30 calendar days**. Awarding body fees which may be charged for the appeal must be paid by the student on submission of the internal appeals form. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the student by the Academy.



# Magna Academy

## Internal Appeals form

- 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 re-check, a review of marking, a review of moderation or an appeal

Date:		Series:	
Name of appellant:		Awarding body:	
Candidate name: if different to appellant		Qualification type: Subject:	
Exam paper code:		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 internal appeals procedure

<b>FOR CENTRE USE ONLY</b>	
<b>Date received</b>	
<b>Reference No.</b>	