

Queen Elizabeth's Grammar, Alford

Internal Appeals procedures

2017/18

These procedures are reviewed annually to ensure compliance with current regulations

Date of next review

December 2018

Key staff involved in Internal Appeals procedures

Role	Name(s)
Head of centre	Miss A Francis
SLT members	Miss B Allen, Mr S Hood & Mrs K Johnson
Examinations officer	Mrs E Kemp

Appeals against internal assessment decisions (centre assessed marks) for External Examinations

This procedure confirms Queen Elizabeth Grammar, Alford'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."

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 and moderated within the department. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

Marking and internal moderation take a considerable amount of time after the deadline set for the candidate to hand in the completed work. This often means that the school can only meet this requirement if the candidate meets the internal deadline for handing in the work.

Providing that the candidate meets the school deadlines for submission of work the school **will provide the candidate with the mark that the centre has awarded the candidate at least four working weeks before the marks have to be submitted to the board.** If the student believes the marks awarded by the centre may be inaccurate they may request the chance to see their marked work and go through how the grade has been awarded with a member of staff. If after this they still believe that the mark may be wrong they may request an independent review of the mark (Internal Appeal). In order to provide sufficient time for this to be done properly and for the school to action any further work that comes out of this, the request must be made by the deadline below.

Deadlines for the submission of Appeals and Marks to Examination Boards (Summer 2018 exam series)

Qualification	Details	Internal deadline for student submission of Appeal	Final deadline for submission to Exam Board
GCSE	Practical PE	12 March 2018	19 March 2018
GCSE	Business Studies and Music	23 March 2018	4 May 2018
GCSE	DT	24 April 2018	15 May 2018
GCSE	Art	23 April 2016	18 May 2018
GCE A Level and Extended Project (Y9 & Y12)		24 April 2018	15 May 2018

In summary

1. We will ensure that candidates are informed of their centre assessed marks at least **5 working days** before the internal deadline for Appeals.
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 an Appeal.
3. Requests for reviews of marking **must** be made in writing by completing the **internal appeals form and payment of the fee of £80. This will be refunded if the mark changes.** Forms can be obtained from the Examinations Officer, Mrs Kemp.
4. We will allow **15 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.
5. We will ensure that the review of marking is carried out by another appropriately qualified and experienced teacher who has had no previous involvement in the assessment of that candidate and has no personal interest in the review. This may need to be arranged with another school in the Lincolnshire Grammar Schools' Consortium.
6. The candidate will be informed in writing of the outcome of the review of the centre's marking. **Students need to be aware that the marks can go up or down,** but changes will only be made if the mark is outside of normal tolerance. This is in line with the practice of exam boards with regards to their marking. If the review has led to a change in the mark for the candidate the £80 payment will be refunded.

7. The outcome of the review of the centre's marking will be made known to the Head of Centre (Headteacher). 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 and all candidates' work reviewed. These candidates 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 process may lead to mark changes. This process is outside the control of Queen Elizabeth's Grammar, Alford and is not covered by this procedure.

A.Francis

December 2017

Queen Elizabeth's Grammar, Alford
Internal Appeals Form

FOR CENTRE USE ONLY	
Date received	
Payment (£80) received	

Appeal against an internal assessment decision and request to review the centre's marking.

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 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 Head of Centre, Miss Francis, according to the timescale indicated in the internal appeals procedure.

