



## ST ALBANS GIRLS' SCHOOL

### Appeals Against Internal and External Assessment of Work for External Qualifications Procedure

GB sub-committee: Curriculum, Assessment & Standards Committee

Co-ordinator: Mrs M Maddison

Last Reviewed: Autumn 2023

Next Review: Autumn 2024

Signed by:  
Margaret Chapman  
Head Teacher

Signed by:  
Claire Barnard  
Chair of Governors

### Section 1: Appeals Against Internally Assessed Marks For GCSE Controlled Assessments, GCE Coursework Units and Non Examined Assessments (NEAs)

#### 1. RATIONALE

- 1.1** St Albans Girls' School is committed to ensuring that whenever colleagues assess students' work for external qualification; it is undertaken fairly and consistently and in accordance with the Specification for the qualification concerned.
- This procedure is reviewed and updated annually to ensure that appeals against internal assessment decisions at St Albans Girls' School are managed in accordance with current requirements and regulations in the JCQ publications **General Regulations for Approved Centres** (GR 5.7), **Instructions for conducting non-examination assessments** (ICNEA 6.1). In addition, this procedure is reviewed and updated annually to ensure that appeals against any decision at St Albans Girls' School not to support an application for a clerical re-check, a review of marking, a review of moderation, or an appeal are managed in accordance with current requirements and regulations.
- Reference in this procedure to GR refers to the JCQ publication **General Regulations for Approved Centres**.

#### 2. AIMS

- 2.1** To ensure that assessments are conducted by colleagues who have appropriate knowledge, skills and understanding and who have been trained in this activity and follow the Non-examination Assessment Policy (Spring 2023).
- 2.2** To ensure that students' work is produced and authenticated according to the requirements of the examinations board.
- 2.3** To ensure that where a number of subject teachers are involved in marking candidates'

	work, internal moderation and standardisation ensures consistency of marking.
<b>2.4</b>	To comply with the regulations governing access arrangements and special consideration as set out in JCQ Access Arrangements and Reasonable Adjustments and JCQ A guide to the special consideration process and ensure that all relevant staff are appropriately supported and resourced.
<b>3. PROCEDURES</b>	
<b>3.1</b>	Candidates will submit all required assessments related to the specification by the internal deadline of 15 March 2024. Departments may issue earlier internal deadlines but this will be the latest a deadline can be set. The deadline of 15 March 2024 does not apply to GCSE/GCE Art or Computer Science due to separate exam board deadlines. These deadlines will be communicated to students and parents separately.
<b>3.2</b>	Candidates will be informed of their centre assessed marks by 5pm on <b>20 March 2024</b>
<b>3.3</b>	Candidates may request a review of the centre's marking before marks are submitted to the awarding body if they believe that these procedures were not followed in relation to the marking of their work or that the subject teacher has not applied the marking standards to their marking. Candidates will be given the full unit Specification, mark scheme and a copy of their assessment from the Curriculum Leader on request.
<b>3.4</b>	Candidates are advised 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. Candidates who disagree with a decision in relation to access arrangements, reasonable adjustment or special consideration and believe that St Albans Girls' School has not complied with its responsibilities should submit a written request setting out the grounds for appeal using the Internal Appeals Form.
<b>3.5</b>	Candidates are advised that if they request a review of centre marking, this will be undertaken by a suitably qualified member of teaching staff (assessor) who teaches the same subject specification from within the St Albans and Harpenden Secondary Schools Umbrella Trust, including St Albans Girls' School. The assessor will ensure that the candidate's mark is consistent with the standard set by our centre.
<b>3.6</b>	The assessor will have no previous involvement in the assessment of that candidate and has no personal interest in the review.
<b>3.7</b>	Candidates are reminded that marks are likely to remain the same but can also be brought down. In very few instances, candidates' marks may increase.
<b>3.8</b>	Candidates are reminded that any marking, within the school and wider Umbrella Trust, would be seen as internal moderation and the examination boards will review marking across the whole country, thus all marks are subject to further change through external moderation.
<b>3.9</b>	On receipt of marks, candidates have 2 days to determine whether they wish to appeal the mark. Requests for reviews must be with the Examinations Officer by <b>5pm on 22 March 2024</b> .
<b>3.10</b>	Requests for reviews of marking must be made in writing, using the Internal Appeals Form, available on the school website or from the examinations office. The candidate must state, referring to the unit Specification and mark scheme, where they believe marks have not

	been allocated correctly in their assessment.
<b>3.11</b>	The marking review will be undertaken within five working days and the outcome communicated to the candidate by the examinations officer in writing.
<b>3.12</b>	An administration fee of £25.00 will be charged to each candidate for the administration of the appeal process.
<b>3.13</b>	The outcome of the review 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. The Centre will record and keep any outcomes for future reference. To determine the outcome of an appeal against access arrangements, reasonable adjustments or special consideration, the head of centre will consult the respective JCQ publications to confirm the centre has complied with the regulations. Candidates will be informed of the appeal within five working days. If the appeal is upheld St Albans Girls' School will proceed to implement the necessary arrangements.
<b>3.14</b>	After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of St Albans Girls' School and is not covered by this procedure. If there are any concerns about it, please ask the examinations officer for a copy of the appeals procedure of the relevant examinations board.
<b>4. MONITORING</b>	
<b>4.1</b>	Monitoring of internal assessment procedures takes place through regular senior line management meetings.
<b>4.2</b>	Regular meetings are held between the assistant head curriculum and examinations officer so that any irregularities or discrepancies are readily identified.
<b>4.3</b>	Regular feedback from regional moderators is shared with the examinations officer and the Head so that any concerns are readily challenged and discussed with the Curriculum Leader.
<b>4.4</b>	Feedback from the Chief examiners is shared with curriculum leaders and the Head following each examination series so that there is an annual review of all moderation procedures.
<b>4.5</b>	St Albans Girls' School monitors and reviews its policies and procedures on a regular basis to ensure that there is compliance.
<b>Section 2: Appeal procedure against centre decision not to support a Review of Results (RoR) – ref General Regulations for Approved Centres 2024 ( 5.13)</b>	
<b>5.</b>	If a candidate is dissatisfied with examination results and has reasons to suspect they are not accurate, a Review of Results must be made first.
<b>6.</b>	<p>All candidates are made aware of the Post Result Services offered by Awarding Bodies in their Examination Handbook and the school website:</p> <p><b>Reviews of Results:</b>  Service 1 – Clerical re-check  Service 2 – Review of marking  Priority Service 2 – Review of marking (A Level only)</p>

	<p>Service 3 – Review of moderation (not available to an individual candidate) Access to Scripts – to support reviews of marking or teaching and learning</p> <p>Candidates are made aware of the availability of senior members of centre staff immediately after the publication of results.</p>
7.	<p>Candidates are made aware that all post service requests have to be made through the centre. Enquiries about results are approved by Curriculum Leaders, who will look at marks awarded for each component part of the qualification, alongside mark schemes, result reports and grade boundary information, prior to submission to the Examination Office.</p> <p>The centre will acquire written candidate consent in all cases before an RoR is submitted to the awarding body. The centre will also acquire informed candidate consent to confirm the candidate understands that grades and/or marks may be lower than, higher than or the same as the original result.</p>
8.	<p>Should the centre not uphold a request from a candidate and the candidate disagrees with the centre's decision they may continue with their request but written agreement needs to be received from a candidate's parents or from the candidate, if over 18, confirming this decision. The candidate may pay the appropriate Review of Results fee to the centre and a request will be made to the awarding body on the candidate's behalf.</p>
9.	<p>If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support an enquiry, an appeal can be submitted to the centre using the Internal Appeal Form (Appendix 2) at least one week prior to the internal deadline for submitting a Review of Results.</p>
10.	<p>The centre submits all enquiries about results and access to scripts electronically by the deadline(s) in accordance with the JCQ Publication Post-Results Services.</p>
11.	<p>Appeals are submitted to the Awarding Bodies in accordance with the JCQ Appeals Booklet (A Guide to the awarding bodies' appeals processes).</p>
<b>Appeal procedure following the outcome of an enquiry about results</b>	
12.	<p>If doubts remain about the accuracy of the results, following the enquiry about the results process, the head of centre should refer initially to the regulators' Code of Practice and the JCQ publication Post Results Services – Information and guidance to centres. If after consulting these documents, the centre is convinced that the awarding body has not followed due procedures, it is possible to submit an appeal with the procedures set out in JCQ publication A Guide to the awarding bodies' appeals processes.</p>
13.	<p>All candidates are made aware of the outcome of enquiries of results electronically by the Examination Office.</p>
14.	<p>Where the head of centre is satisfied after receiving the outcome of a RoR, but the internal candidates and/or their parents/carers are not satisfied, they may make a further representation to the head of centre. Following this, the head of centre's decision as to whether to proceed with an appeal will be based upon the centre's internal appeals arrangements. Candidates, parents/carers are not permitted to make direct representations to an awarding body.</p>
15.	<p>The internal appeals form should be completed and submitted to the centre within <b>10</b> calendar days of the notification of the outcome of the enquiry. Subject to the head of centre's decision, this will allow the centre to process the appeal and submit to the</p>

	awarding body within the required <b>30</b> calendar days. Awarding body fees which may be charged for the appeal must be paid by the appellant 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 appellant by the centre.
<b>16.</b>	If an original hard copy script has been returned to the centre under the Access to Scripts service, it cannot form part of an enquiry about results or a subsequent appeal.



# St Albans Girls' School

Specialist Business and Enterprise Academy

## Internal Appeals Form

This form should be completed in all cases to lodge an appeal.

Please tick to indicate what the appeal is against:

<input type="checkbox"/>	an internal assessment decision
<input type="checkbox"/>	the centre decision not to support an enquiry about results

**The appellant declaration against the relevant appeal must be signed, dated and returned to the EO, on behalf of the head of centre, to the timescale indicated in the internal appeals procedure. An appeal is subject to an Administrative Charge of £25.00.**

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 you are appealing against an Internal Assessment decision you must state, using the unit specification and mark scheme, where you believe marks have not been allocated correctly).

Appeal against an internal assessment decision

Appellant declaration

By signing here, I am confirming I understand the purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body's specification and subject specific associated documents. I also understand the appeal may only be against the marking/assessment process and not against the mark submitted by the centre for moderation by the awarding body.

Signature:

Date of signature:.....

Appeal against the centre decision not to support an enquiry about results

Appellant declaration

By signing here, I am confirming I feel there are grounds to appeal against the centre's decision.

Signature:

Date of signature:.....

Appeal against the outcome of an enquiry about results

Appellant declaration

By signing here, I am confirming that I understand that the grounds for my appeal must relate to the awarding body's procedures or the application of the post-result service procedures. I also understand that appeals do not generally involve further reviews of marking candidates' work. I also confirm that I will pay in advance any fees which may be charged by the awarding body for the appeal. I understand this fee will be refunded if the appeal is upheld.

Signature:

Date of signature:.....

For exams office use only

Admin charge £25.00	Y/N	Appeal applied for (please circle)	Internal  RoR	Money to finance Y/N	Date money to finance
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