Internal Appeals Procedure 2021/22

Member of Staff Responsible   **Alison Meacher**

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Signature:

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1. Appeals against internal assessment decisions (centre assessed marks)

Certain GCSE, GCE and other qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by Harrogate Grammar School 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 Harrogate Grammar School's compliance with JCQ's General Regulations for Approved Centres (section 5.7) that the centre 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*

Deadlines for the submission of marks

Date	Qualification	Details	Exam series
07/05/2022	GCSE (AQA)	Final date for submission of centre assessed marks/ English spoken language endorsement	Summer 22
15/05/2022	GCSE (except AQA) / GCE/ Functional Skills/EPQ	Final date for submission of centre assessed marks/ A level science practical endorsements (AQA, OCR, Pearson and WJEC)	Summer 22
31/05/2022	GCSE/GCE	Final date for submission of centre assessed marks for Art and Design (AQA, OCR, Pearson and WJEC)	Summer 22

Harrogate Grammar School 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.

Harrogate Grammar School 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, Functional Skills and Project qualifications, including the marking and quality assurance/ internal standardisation processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. HGS 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 their work, or that the assessor has not properly applied the marking standards to their marking, then they may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

Harrogate Grammar School 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 (generally 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 working 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 2 working days of receiving copies of the requested materials by completing the **internal appeals form**.

8. allow 3 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 for the submission of marks

9. ensure that the review of marking is conducted 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. (This is likely to be a colleague from another school in the Red Kite Alliance Trust, from within that subject area, but it is not required to be a subject specialist.)

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.

Grade boundaries are not available until the awarding process has taken place in the summer. Therefore staff will not be able to tell students what grade their mark will equate too.

A flowchart of the process can be found at the end of this document. All deadlines must be adhered to strictly to allow us to meet the national deadlines for submitting marks to awarding bodies.

Where students miss deadlines meaning that work cannot be assessed and marks returned with sufficient time for a review of marking, students forfeit their right to request a review of marking.

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.**

2. Appeals against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal

This procedure confirms Harrogate Grammar School's compliance with JCQ's General Regulations for Approved Centres (section 5.13) that the centre will:

- *have available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal*

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 office.

Candidates are also made aware 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 in the Examinations Handbook for Students.

If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, post-results services may be considered.

The JCQ post-results services currently available are detailed below.

Reviews of Results (RoRs):
- Service 1 (Clerical re-check)
  This is the only service that can be requested for objective tests (multiple choice tests)
- Service 2 (Review of marking)
- Priority Service 2 (Review of marking)
  This service is only available for externally assessed components of GCE A-level specifications (an individual awarding body may also offer this priority service for other qualifications)
- Service 3 (Review of moderation)
  This service is not available to an individual candidate

Access to Scripts (ATS):
- Copies of scripts to support reviews of marking
- Copies of scripts to support teaching and learning

Where a concern is expressed that a particular result may not be accurate, the exams officer, teaching staff and head of centre will look at the marks awarded for each component part of the qualification alongside any mark schemes, relevant result reports, grade boundary information etc. when made available by the awarding body to determine if the centre supports any concerns.

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

For written components that contributed to the final result, the centre will:

1. Where a place a university or college is at risk, consider supporting a request for a Priority Service 2 review of marking
2. In all other instances, consider accessing the script by:
    a) (where the service is made available by the awarding body) requesting a priority copy of the candidate's script to support a review of marking by the awarding body deadline or
    b) (where the option is made available by the awarding body) viewing the candidate's marked script online to consider if requesting a review of marking is appropriate
3. Collect informed written consent/permission from the candidate to access their script
4. On access to the script, consider if it is felt that the agreed mark scheme has been applied correctly in the original marking and if the centre considers there are any errors in the marking
5. Support a request for the appropriate RoR service (clerical re-check or review of marking) if any error is identified
6. Collect informed written consent from the candidate to request the RoR service before the request is submitted
7. Where relevant, advise an affected candidate to inform any third party (such as a university or college) that a review of marking has been submitted to an awarding body

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for a RoR service 1 or 2 (including priority service 2) is submitted to the awarding body. Consent is required to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded. Candidate consent must only be collected after the publication of results.

For any moderated components that contributed to the final result, the centre will:

- Confirm that a review of moderation cannot be undertaken on the work of an individual candidate or the work of candidates not in the original sample submitted for moderation
- Consult the moderator's report/feedback to identify any issues raised
- Determine if the centre's internally assessed marks have been accepted without change by the awarding body – if this is the case, a RoR service 3 (Review of moderation) will not be available
- Determine if there are any grounds to submit a request for a review of moderation for the work of candidates in the original sample]

Where a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking or a review of moderation, the centre will:

- For a review of marking (RoR priority service 2), advise the candidate they may request the review by providing informed written consent (and the required fee) for this service to the centre by the deadline set by the centre
- For a review of marking (RoR service 1 or 2), first advise the candidate to access his/her script to support a review of marking by providing written permission for the centre to access the script (and any required fee) for this service to the centre to submit this request
- After accessing the script to consider the marking, inform the candidate that if a request for a review of marking (RoR service 1 or 2) is required, this must be submitted by the deadline set by the centre by providing informed written consent (and the required fee) for this service to the centre to submit this request
- Inform the candidate that a review of moderation (RoR service 3) cannot be requested for the work of an individual candidate or the work of a candidate not in the original sample

If the candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision not to support a review of results, an internal appeal can be submitted to the centre by completing the internal

appeals form at least 10 working days prior to the internal deadline for submitting a request for a review of results.

The appellant will be informed of the outcome of his/her appeal at least 3 working days, before the internal deadline for submitting a RoR.

Following the RoR 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 RoR 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 working days of the notification of the outcome of the RoR. 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 review of 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 manager). 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.

Deadlines for the submission of marks and appeals (Summer 2022 exam series)

Subject	Awarding Body	Unit Code	Unit Title	Level	Deadline to Board	Deadline for Students to be Issued Results	Deadline for Response from students	Deadline for outcome of appeal
Art & Design	AQA	7201/C	Art & Des ADV (Art, Craft & Des) NEA	KS5	31/05/22	13/05/22	23/05/22	26/05/22
Art & Design	AQA	8201/C	Art & Des (Art, Craft & Des) Portfolio	KS4	31/05/22	13/05/22	23/05/22	26/05/22
Design & Technology	AQA	8552/CE	Design & Technology NEA	KS4	07/05/22	05/04/22	27/04/22	03/05/22
Biology	AQA	7402/C	Biology ADV Practical Skills	KS5	15/05/22	26/04/22	05/05/22	10/05/20
Chemistry	AQA	7405/C	Chemistry ADV Practical Skills	KS5	15/05/22	26/04/22	05/05/22	10/05/20
Computer Science	AQA	7517/C	Computer Science ADV NEA	KS5	15/05/22	26/04/22	05/05/22	10/05/20
Computer Science	OCR	J276	Programming Project	KS4	15/05/22	26/04/22	05/05/22	10/05/20
Creative iMedia	OCR	R082/01	Creative Imedia: Crt Dgtl Grphc Orep	KS4	15/05/22	26/04/22	05/05/22	10/05/20
Creative iMedia	OCR	R085/01	Creative Imedia: Crt Mltpg Wbst Orep	KS4	15/05/22	26/04/22	05/05/22	10/05/20
Creative iMedia	OCR	R088/01	Creative Imedia: Crt Dgtl Sound Orep	KS4	15/05/22	26/04/22	05/05/22	10/05/20
Drama	Edexcel	1DR0 01	Drama Devising	KS4	15/05/22	26/04/22	05/05/22	10/05/20
Drama	Edexcel	1DR0 02	Drama Performance from Texts	KS4	15/05/22	26/04/22	05/05/22	10/05/20
Drama	Edexcel	9DR0/01	Drama Devising	KS5	15/05/22	26/04/22	05/05/22	10/05/20
English	AQA	8700/C	English Language Spoken Language	KS4	07/05/22	05/04/22	27/04/22	03/05/22
English	AQA	8720S	Functional Skills Speaking L1	KS4	15/05/22	26/04/22	05/05/22	10/05/20
English	AQA	8725S	Functional Skills Speaking L2	KS4	15/05/22	26/04/22	05/05/22	10/05/20
English Language	AQA	7702/C	English Language ADV NEA	KS5	15/05/22	26/04/22	05/05/22	10/05/20
English Literature	AQA	7712/C	English Literature A ADV NEA	KS5	15/05/22	26/04/22	05/05/22	10/05/20
EPQ	AQA	7993	Extended Project	KS5	15/05/22	26/04/22	05/05/22	10/05/20
Food & Nutrition	AQA	8585/CE	Food Prep and Nutrition NEA	KS4	07/05/22	05/04/22	27/04/22	03/05/22
Geography	AQA	7037/C	Geography ADV NEA	KS5	15/05/22	26/04/22	05/05/22	10/05/20
Graphic Comms.	AQA	7203/C	Art & Des ADV (Graphic Comm) NEA	KS5	31/05/22	13/05/22	23/05/22	26/05/22
History	AQA	7042/C	History ADV NEA	KS5	15/05/22	26/04/22	05/05/22	10/05/20
Music	Edexcel	1MU0 01	Performing Music	KS4	15/05/22	26/04/22	05/05/22	10/05/20
Music	Edexcel	1MU0 02	Composing	KS4	15/05/22	26/04/22	05/05/22	10/05/20
Music	AQA	7272/CE	Music NEA ADV	KS5	15/05/22	26/04/22	05/05/22	10/05/20
Photography	AQA	7206/C	Art & Des ADV (Photography) NEA	KS5	31/05/22	13/05/22	23/05/22	26/05/22
Photography	AQA	8206/C	Art & Des (Photography) Portfolio	KS4	31/05/22	13/05/22	23/05/22	26/05/22
Physical Education	AQA	7582/C	Physical Education ADV NEA	KS5	31/05/22	13/05/22	23/05/22	26/05/22
Physical Education	AQA	8582/C	Physical Education NEA	KS4	31/05/22	13/05/22	23/05/22	26/05/22
Physics	AQA	7408/C	Physics ADV Practical Skills	KS5	15/05/22	26/04/22	05/05/22	10/05/20
Product Design	AQA	7552/CE	D&T: Product Design NEA	KS5	15/05/22	26/04/22	05/05/22	10/05/22
Science ELC	AQA	5961	Science Single Portfolio	ELC	15/05/22	26/04/22	05/05/22	10/05/22

Internal appeals procedures (2022-23)

Internal Assessment Appeals Process Flowchart

Day 1
- Students receive assessment marks
- Students receive this document
- Teaching staff record the date that marks were returned to students

Day 3
- Students decide if they wish to appeal the assessed mark
- Students make a formal request in writing to the Head of Faculty for relevant documents including:
  - appropriate mark schemes
  - documentation detailing the justification of marks awarded: usually the 'Candidate Record Form'

Day 5
- The Head of Faculty will provide the requested documents in hard copy to the student
- The Head of Faculty will record that this has been done

Day 7
- Students must decide if they wish to pursue an appeal against the marks awarded
- If they choose to do so, they must sumbit a request in writing to the Head of Faculty

Day 10
- The Head of Faculty will ensure that the work is assessed by an appropriate colleague, who was not involved in the original marking
- The review marker will ensure that the assessment is in line with national standards and in line with the standard set by the school
- The Head of Faculty will inform the student of the outcome of the review in writing or by email
- The Head of Faculty will inform the Headteacher that the review has taken place

Harrogate Grammar School
EXCELLENCE FOR ALL

Internal appeals form

FOR CENTRE USE ONLY	
Date received	
Reference No.	

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

☐ 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

Complaints and appeals log

On receipt, all complaints/appeals are assigned a reference number and logged. Outcome and outcome date is also recorded.

The outcome of any review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and logged as an appeal, so information can be easily made available to an awarding body upon request.

Ref No.	Date received	Complaint or Appeal	Outcome	Outcome date

Further guidance to inform and implement appeals procedures

JCQ publications

- *General Regulations for Approved Centres*
  https://www.jcq.org.uk/exams-office/general-regulations
- *Post-Results Services*
  https://www.jcq.org.uk/exams-office/post-results-services
- *JCQ Appeals Booklet*
  https://www.jcq.org.uk/exams-office/appeals
- *Notice to Centres – informing candidates of their centre assessed marks*
  https://www.jcq.org.uk/exams-office/non-examination-assessments

Ofqual publications

- *GCSE (9 to 1) qualification-level conditions and requirements*
  https://www.gov.uk/government/publications/gcse-9-to-1-qualification-level-conditions
- *GCE qualification-level conditions and requirements*
  https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements