



HARROGATE
GRAMMAR SCHOOL

EXCELLENCE FOR ALL

Internal Appeals Procedure 2018-19

Member of Staff Responsible

Alison Meacher

Approved on:

Review date:

March 2020

Signed-off by:

Kirstie Moat

Signature:

Date:

22 / 03 / 2019

Contents

Appeals against internal assessment decisions (centre assessed marks)	3
Appeals against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal	4
Deadlines for the submission of marks and appeals (Summer 2019 exam series)	6
Internal Assessment Appeals Process Flowchart	7
Internal appeals form	8
Complaints and appeals log	9
Further guidance to inform and implement appeals procedures	10

Appeals against internal assessment decisions (centre assessed marks)

This procedure confirms Harrogate Grammar School's compliance with JCQ's *General Regulations for Approved Centres 2018-2019*, section 5.7 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. 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 (legacy GCE coursework, GCE and GCSE non-examination assessments) and other qualifications that contribute to the final grade of the qualification are internally assessed (marked) by the centre. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

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 and coursework for GCE, GCSE, Project qualifications, BTEC, Functional Skills, Cambridge Nationals and Cambridge Technical qualifications, including the marking and quality assurance 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. Harrogate Grammar School 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 his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

1. Harrogate Grammar School will ensure that candidates are informed of their centre assessed marks. They may then request a review of the centre's marking before marks are submitted to the awarding body.
2. Harrogate Grammar School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Harrogate Grammar School will, having received a request for copies of materials, promptly make them available to the candidate. (Within 2 working days)
4. Harrogate Grammar School will 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.
5. Harrogate Grammar School will allow sufficient time 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.
6. Harrogate Grammar School will 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. 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.

7. Harrogate Grammar School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
8. Harrogate Grammar School will inform the candidate in writing of the outcome of the review of the centre's marking.
9. The outcome of the 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 made available to the awarding body upon request.
10. 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 to.

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.**

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 2018-2019, section 5.13* 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, 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 informed of the arrangements for post-results services **before** they sit any exams.

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

Reviews of Results (RoRs) 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 a RoR service 1 or 2 is submitted to the awarding body as with these services candidates' marks and subject grades may be lowered. Candidate consent can only be collected after the publication of results.

If a concern is raised about a particular examination result, the exams officer, teaching staff and head of centre will investigate the feasibility of requesting a review supported by the centre. 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.

If the candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision not to support a review, 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.

The appellant will be informed of the outcome of his/her appeal at least 3 working days before the 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 officer). 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 2019 exam series)

Subject	Awarding Body	Unit Code	Unit Title	Level	Entries	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) Pfo	KS5	16	31/05/19	10/05/19	14/05/19	23/05/19
Art & Design	AQA	7201/X	Art & Des ADV (Art, Craft & Des) Ext	KS5	16	31/05/19	10/05/19	14/05/19	23/05/19
Art & Design	AQA	8201/C	Art & Des (Art, Craft & Des) Pfo	KS4	65	31/05/19	10/05/19	14/05/19	23/05/19
Art & Design	AQA	8201/X	Art & Des (Art, Craft & Des) Ext Set	KS4	65	31/05/19	10/05/19	14/05/19	23/05/19
Art & Design	AQA	8203/C	Art & Des (Graphic Communication) Pfo	KS4	2	31/05/19	10/05/19	14/05/19	23/05/19
Art & Design	AQA	8203/X	Art & Des (Graphic Communication) Ext Set	KS4	2	31/05/19	10/05/19	14/05/19	23/05/19
Art & Design	AQA	8552/C	Design & Technology NEA	KS4	31	07/05/19	08/04/19	10/04/19	03/05/19
Biology	AQA	7402/C	Biology ADV Practical Skills	KS5	63	15/05/19	29/04/19	01/05/19	13/05/19
Chemistry	AQA	7405/C	Chemistry ADV Practical Skills	KS5	42	15/05/19	29/04/19	01/05/19	13/05/19
Chinese	Edexcel	8CN0/03M	Chinese Speaking (Mandarin) AS	KS5	1	17/05/19	01/05/19	03/05/19	15/05/19
Chinese	Edexcel	9CN0/03M	Chinese Speaking (Mandarin) ADV	KS5	2	17/05/19	01/05/19	03/05/19	15/05/19
Chinese	Edexcel	1CN0/2M	Speaking in Chinese	KS4	2	17/05/19	01/05/19	03/05/19	15/05/19
Computer Science	AQA	7517/C	Computer Science ADV NEA	KS5	8	15/05/19	29/04/19	01/05/19	13/05/19
Computer Science	OCR	J276	Programming Project	KS4	24	15/05/19	29/04/19	01/05/19	13/05/19
Creative iMedia	OCR	R082/01	Creative iMedia: Crt Dgtl Grphc Orep	KS4	19	15/05/19	29/04/19	01/05/19	13/05/19
Creative iMedia	OCR	R085/01	Creative iMedia: Crt Mltpg Wbst Orep	KS4	19	15/05/19	29/04/19	01/05/19	13/05/19
Creative iMedia	OCR	R088/01	Creative iMedia: Crt Dgtl Sound Orep	KS4	19	15/05/19	29/04/19	01/05/19	13/05/19
Drama	Edexcel	1DR0 01	Drama Devising	KS4	81	15/05/19	29/04/19	01/05/19	13/05/19
Drama	Edexcel	1DR0 02	Drama Performance from Texts	KS4	81	15/05/19	29/04/19	01/05/19	13/05/19
Drama	Edexcel	9DR0/01	Drama Devising	KS5	19	15/05/19	29/04/19	01/05/19	13/05/19
Drama	Edexcel	9DR0/02	Drama Text in Performance	KS5	19	15/05/19	N/A	N/A	N/A
English	AQA	8700/C	English Language Spoken Language	KS4	253	07/05/19	08/04/19	10/04/19	03/05/19
English	AQA	47203	Functional Skills Speaking L1	KS4	15	15/05/19	29/04/19	01/05/19	13/05/19
English	AQA	47253	Functional Skills Speaking L2	KS4	1	15/05/19	29/04/19	01/05/19	13/05/19
English Language	AQA	7702/C	English Language ADV NEA	KS5	18	15/05/19	29/04/19	01/05/19	13/05/19
English Literature	AQA	7712/C	English Literature A ADV NEA	KS5	39	15/05/19	29/04/19	01/05/19	13/05/19
EPQ	AQA	7993	Extended Project	KS5	74	15/05/19	29/04/19	01/05/19	13/05/19
Food & Nutrition	AQA	8585/C	Food Prep and Nutrition NEA	KS4	20	07/05/19	08/04/19	10/04/19	03/05/19
French	AQA	7652/3V	Visiting Examiner Conducted Speaking Test ADV	KS5	15	28/05/19	N/A	N/A	N/A
French	AQA	8658/S	French Speaking Test	KS4	84	17/05/19	01/05/19	03/05/19	15/05/19
Geography	AQA	7037/C	Geography ADV NEA	KS5	66	15/05/19	29/04/19	01/05/19	13/05/19
German	AQA	7662/3V	Visiting Examiner Conducted Speaking Test ADV	KS5	7	24/05/19	N/A	N/A	N/A
German	AQA	8668/S	German Speaking Test	KS4	39	17/05/19	01/05/19	03/05/19	15/05/19
Graphic Comms.	AQA	7203/C	Art & Des ADV (Graphic Comm) Pfo	KS5	15	31/05/19	10/05/19	14/05/19	23/05/19
Graphic Comms.	AQA	7203/X	Art & Des ADV (Graphic Comm) Ext	KS5	15	31/05/19	10/05/19	14/05/19	23/05/19
History	AQA	7042/C	History ADV NEA	KS5	41	15/05/19	29/04/19	01/05/19	13/05/19
Italian	Edexcel	9IN0/03	Italian Speaking ADV	KS5	8	17/05/19	01/05/19	03/05/19	15/05/19
Italian	AQA	8633/S	Italian Speaking Test	KS4	36	17/05/19	01/05/19	03/05/19	15/05/19
Music	Edexcel	1MU0 01	Performing Music	KS4	27	15/05/19	29/04/19	01/05/19	13/05/19
Music	Edexcel	1MU0 02	Composing	KS4	27	15/05/19	29/04/19	01/05/19	13/05/19
Music	AQA	7271/P	Music NEA Performance AS	KS5	1	15/05/19	29/04/19	01/05/19	13/05/19
Music	AQA	7271/C	Music NEA AS	KS5	1	15/05/19	29/04/19	01/05/19	13/05/19
Music	AQA	7272/P	Music NEA Performance ADV	KS5	7	15/05/19	29/04/19	01/05/19	13/05/19
Music	AQA	7272/C	Music NEA ADV	KS5	7	15/05/19	29/04/19	01/05/19	13/05/19
Photography	AQA	7206/C	Art & Des ADV (Photography) Pfo	KS5	20	31/05/19	10/05/19	14/05/19	23/05/19
Photography	AQA	7206/X	Art & Des ADV (Photography) Ext	KS5	20	31/05/19	10/05/19	14/05/19	23/05/19
Photography	AQA	8206/C	Art & Des (Photography) Pfo	KS4	49	31/05/19	10/05/19	14/05/19	23/05/19
Photography	AQA	8206/X	Art & Des (Photography) Ext Set	KS4	49	31/05/19	10/05/19	14/05/19	23/05/19
Physical Education	AQA	7582/C	Physical Education ADV NEA	KS5	11	15/05/19	29/04/19	01/05/19	13/05/19
Physical Education	AQA	8582/C	Physical Education NEA	KS4	37	31/05/19	10/05/19	14/05/19	23/05/19
Physics	AQA	7408/C	Physics ADV Practical Skills	KS5	29	15/05/19	29/04/19	01/05/19	13/05/19
Product Design	AQA	7552/C	D&T: Product Design NEA	KS5	8	15/05/19	29/04/19	01/05/19	13/05/19
Science ELC	AQA	5961	Science Single Portfolio	ELC	2	15/05/19	29/04/19	01/05/19	13/05/19
Spanish	AQA	7692/3V	Visiting Examiner Conducted Speaking Test ADV	KS5	6	24/05/19	N/A	N/A	N/A
Spanish	AQA	8698/S	Spanish Speaking Test	KS4	48	17/05/19	01/05/19	03/05/19	15/05/19

All references to 'Days' are working days (Mon-Fri) and do not include weekends. Actions should be completed by the end of the working days referred to.

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 submit 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

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

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 - Reviews of marking (centre assessed marks)*
<https://www.jcq.org.uk/exams-office/coursework>
<https://www.jcq.org.uk/exams-office/non-examination-assessments>
- ▶ *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>
- ▶ *GCSE (A* to G) qualification-level conditions and requirements*
<https://www.gov.uk/government/publications/gcse-a-to-g-qualification-level-conditions-and-requirements>
- ▶ *GCE qualification-level conditions and requirements*
<https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements>
- ▶ *Pre-reform GCE qualification-level conditions and requirements*
<https://www.gov.uk/government/publications/gce-qualification-level-conditions-for-pre-reform-qualifications>