

# St Bernard's Catholic High School

---

## Internal Appeals Policy

---

<b>Policy Name</b>	<b>Internal Appeals Policy</b>
<b>Policy Group</b>	<b>Curriculum</b>
<b>Policy Produced By</b>	<b>L Hamilton</b>
<b>Date Policy Updated</b>	<b>01/05/2024</b>
<b>Date SLT Agreed</b>	<b>02/05/2024</b>
<b>Date Governors Approved</b>	
<b>Date of Next Review</b>	<b>01/05/2025</b>
<b>Linked or Related Policies</b>	<b>Exams Contingency Policy / NEA Policy / Special Consideration Policy / Complaints Policy / Access Arrangements Policy</b>
<b>Named Persons in this policy</b>	<b>None</b>



## INTERNAL APPEALS POLICY

St Bernard's Catholic High School is committed to promoting quality, consistency, accuracy and fairness in assessment and thus in awarding. We aim to ensure that:-

- internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills
- assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification for each subject
- the consistency of the internal assessment is secured through internal standardisation as necessary
- staff responsible for internal standardisation and/or assessment attend any compulsory training sessions
- there are clear channels for candidates to make appeals

**The Examinations Officer manages the appeals process.**

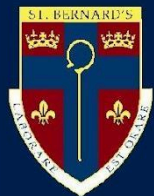
### Non Examination Assessment

Subject Leaders will 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. Subject Leaders will also 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.

Subject Leaders will, having received a request for materials, promptly make them available to the candidate. This will either be the originals viewed under supervised conditions or copies. Subject Leaders will provide candidates with at least five working days to review copies of materials and reach a decision.

Should a candidate wish to appeal a non examination assessment mark they should follow the process below.

- A written appeal must be received by the Examinations Officer at least five working days before the deadline for coursework marks to be sent to the relevant awarding body. Requests will not be accepted after this deadline. Requests **must** be made in writing and candidates **must** explain on what grounds they wish to request a review. Appeals must be against the process that led to the assessment and not the mark or grade itself.
- The Examinations Officer will 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 for the component in question and has no personal interest in the outcome of the review.
- The Examinations Officer 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 for the submission of marks.
- The Examinations Officer will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.



- The Examinations Officer will inform the candidate in writing of the outcome of the review of the centre's marking.
- If the outcome of the review is a change to the candidates mark then this mark will be altered by the Examinations Officer before submission to the awarding body.
- If the outcome of the review is no change to the candidates mark then the centre will inform the awarding body that it does not accept the outcome of a review.
- 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.

Each awarding body specifies detailed criteria for the internal assessment of work. After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. Such moderation can change the marks awarded for internally assessed work and the final judgement on marks awarded lies with the awarding body. As such the mark submitted to the awarding body is subject to change and should therefore be considered provisional. This is outside the control of the School and is not covered by this internal appeals policy.

### Post results services

Candidates will be made aware of the arrangements for clerical rechecks, reviews of marking and reviews of moderation prior to the issue of results. This will be put in writing to both candidates and their parents.

Senior members of centre staff will be available to candidates immediately after the publication of results until 12pm the same day so that results may be discussed, and decisions made on the submission of reviews of marking. Following this time candidates will be able to seek advice using the email address [examresults@stbernardsschool.uk](mailto:examresults@stbernardsschool.uk).

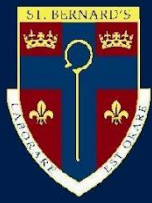
Candidates will be required to complete a consent form (in person or via email) for clerical re-checks and reviews of marking. They will be informed at this stage that their marks and subject grades could go down as well as up. Candidates may be required to pay the fee for this service, details of the fees can be found on the awarding body websites.

The request must be received by the school by Thursday 12th September for us to submit to the relevant awarding body by 26 September 2024. Outcomes are normally received within 10 working days and will be communicated to candidates via letter along with details on the appeals process.

Consent forms or emails from candidates will be retained by the centre and kept for at least six months following the outcome of the clerical recheck or review of marking or any subsequent appeal.

If the centre decides not to pursue a review of marking this can be appealed by the following process.

- A written appeal must be received by the Examinations Officer within five working days of you being informed of the decision.
- Requests **must** be made in writing and candidates **must** explain on what grounds they wish to request a review.
- The Examinations Officer will ensure that the review 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 outcome of the review.



- The Examinations Officer will allow sufficient time for the review to be carried out.
- The Examinations Officer will inform the candidate in writing of the outcome of the review of the centre's decision.
- If the outcome of the review is that the review of marking should be submitted then this will be done immediately by the Examinations Officer.
- The outcome of the review 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.

### Appeals

Appeals to the awarding body can be made on three grounds. Appeals must be made by the head of centre and not by individual candidates. Candidates wishing to appeal must do so initially to the head of centre who will then determine whether the appeal meets the criteria below before submitting it to the relevant awarding body.

### Outcome of post result services

If a candidate is unhappy with the outcome of post result services it is possible for the head of centre to appeal against this outcome. An appeal may be submitted if:

- A marking or moderation (or a review of marking/moderation) error has occurred
- The awarding body did not apply its procedures consistently, properly or fairly

The candidate must set out clearly and concisely the grounds for the appeal, this should be in writing to the head of centre within 7 calendar days of the publication of the outcome against which they are appealing. It is the decision of the head of centre whether or not to submit an appeal if they believe there is satisfactory evidence to support either point above.

### Outcome of malpractice investigation

In cases of malpractice a head of centre may appeal against the sanction imposed. Appeals can be made on the grounds that;

- The incident was not dealt with in accordance with the published procedures as detailed in the JCQ document Suspected Malpractice –Policies and Procedures
- The decision was unreasonable in light of the evidence
- Further evidence (including medical evidence) has come to light
- The sanction imposed was unduly harsh

The following do not, by themselves, constitute grounds for an appeal:

- The individual did not intend to cheat
- The individual has an unblemished academic record
- The individual could lose a FEI/HEI place

The candidate must set out clearly and concisely the grounds for the appeal, this should be in writing to the head of centre within 4 calendar days of the publication of the outcome against which they are appealing. It is the decision of the head of centre whether or not to submit an appeal if they believe there is satisfactory evidence to support either point above.



### Access arrangements, reasonable adjustment and special consideration

In cases where the head of centre disagrees with the decision made in relation to the access arrangement(s), reasonable adjustment(s) or special consideration that apply for a candidate or candidates, and reasonably believes that the awarding body has not followed due procedures, an appeal can be made.

The candidate must set out clearly and concisely the grounds for the appeal, this should be in writing to the head of centre within 7 calendar days of the publication of the outcome against which they are appealing. It is the decision of the head of centre whether or not to submit the appeal.

If a centre believes an awarding body has not followed its appeal process, it can make an application to the relevant regulator's Exam Procedures Review Service (EPRS). Details of EPRS, the types of appeal and the qualifications that are in scope of this service, can be found on the relevant regulator's website.

### General complaints

General complaints can be made to Head of centre Mrs Whittam via telephone, email or letter. Our formal complaints procedure can be followed should this not result in a satisfactory outcome.

