



# **HANDSWORTH GRANGE COMMUNITY SPORTS COLLEGE**

## **Internal Appeals Procedures**

### **December 2024**

Please note that there are specific appeals policies relating to any BTEC issues which may be pertinent to this section and should be consulted first.

*This Policy is current as of December 2024 but is a Work in Progress Document and will be continually assessed.*

*Please note that any or all of this policy may be overridden/revisited/amended should there be any national or international situations, that dictate extreme circumstance, which is out of our control, and this will be communicated via various mediums if and when necessary.*

## Key staff involved in Internal Appeals Procedures

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Suzy Mattock</b>
SLT members	<b>Ben Wright</b>
Exams Officer	<b>Kate Truelove</b>

These procedures are reviewed as required to ensure compliance with current regulations.

## **1. Specific Appeal - Against Internal Assessment Decisions (centre assessed marks)**

This procedure confirms **HGCSC** 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.

**HGCSC** 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.

HGCSC 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, 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.

**HGCSC** 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 internal appeals procedure to consider whether to request a review of the centre's marking.

Awarding bodies will be informed if a candidate does not accept the outcome of a review.

## **2. Specific Appeal - 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 **HGCSC'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.

Candidates are also informed 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.

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 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 - (speak with a member of teaching staff and then send an email to [exams@hgsc.co.uk](mailto:exams@hgsc.co.uk) and the Leadership Link for Data, Assessment and Reporting will investigate the feasibility of requesting a review supported by the centre].

Where the centre does not uphold a request from a candidate, [Refer to the Review of Results Policy criteria; 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].

## **How to Appeal for Points 1 and 2**

If the candidate (or his/her parent/carer) believes there are grounds to appeal against either an Internal Assessment Decision or a school decision not to support a school funded Review of Results, an **internal appeal** can be submitted to the centre:

- The candidate should appeal against the decision within 5 working days via the Internal Appeals Form available from the school
- The centre will then arrange a meeting within 5 working days with the candidate, their parent/carer, the Subject Leader, the Exams Officer and the Head of Centre or their representative.
- The candidate and their parent/carer will be able to present their reasons for asking for the Review of Results/Internal Assessment Decision at this meeting.
- The Head of Centre or their representative will make a final decision on whether the request can go ahead, and will inform the candidate and their parent/carer verbally and then confirm in writing

## **Internal Assessment Decision Outcomes**

Should an Internal Assessment Decision appeal be upheld at the internal appeal, the mark will be revisited by an impartial member of staff, together with the original member of staff and lastly be verified by a senior member of staff; the result being communicated to the appellant.

If, however, the same mark is returned then it will be accepted that this will be the correct mark and will be submitted unless new and extremely definitive evidence can be produced.

If this is the case – or the appellant still does not agree with the mark returned, then there will be no option but to make a second internal appeal – at which any new evidence must be presented, and the decision of the Head of Centre will be final

## **Review of Results Outcomes**

If the final decision is to proceed with the school-funded request for a Review of Results, the Exams Officer will carry this out to meet the appropriate deadline and inform the appellant of the outcome.

If the candidate and their parent/carer still wish to apply for a review against the advice of the school, this can be done, provided full payment is made up front. No independent RoR will be made without prior payment. This will be refunded, only if the outcome is different.

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 7 calendar 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.]

### **3. Any other appeals (eg malpractice, suspected malpractice)**

**To clarify, if the student has signed the candidate declaration, then the issue must be directed straight to the relevant awarding body as this is malpractice, however a student can still appeal.**

**If the candidate declaration has not been signed, an appeal can be made by the student to present evidence; alternatively, a meeting can be called by the school if they have evidence that malpractice has indeed been committed and work that the student is intending to submit is subject to plagiarism.**

**The school can call a meeting at any time, as can a student request an appeal for any reason relating to examinations, if they feel that exam regulations are in danger of being breached, or that regulations need to be re-iterated.**

If the candidate (or his/her parent/carer) believes there are grounds to appeal against any exam related incident or the school deems a meeting necessary to establish facts, then the following procedure will apply:

- The candidate (if instigating the appeal) should appeal within 5 working days in using the Internal Appeals Form, explaining clearly what the issue is and present any evidence, written or in the form of a witness
- The centre (either upon request of the student or their own request) will arrange a meeting within 5 working days with the candidate, their parent/carer, any key staff, any witnesses (if appropriate), at least one impartial member of staff plus the Head of Centre or their representative
- The candidate and their parent/carer will be able to present their reasons for asking for the appeal at this meeting or alternatively the school will present the evidence they have gathered
- The Head of Centre or their representative will make a final decision on the outcome, if this is possible, or will arrange another meeting if the situation dictates; and will inform the candidate and their parent/carer verbally and then confirm in writing.
- The centre reserves the right to adjourn any meeting to gather evidence if deemed necessary.

**FOR CENTRE USE ONLY**Date  
receivedReference  
No.**Internal appeals form**

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
- Appeal against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal
- Any other 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.**