



INTERNAL APPEALS PROCEDURE

Updated: March 2018

Review date: March 2020

Appeals against internal assessment decisions (centre assessed marks)

Introduction

Some components of GCSE, GCE qualifications that contribute to the final grade awarded to the candidate are internally assessed (marked) by the subject teacher(s). The marks awarded are then submitted to the Awarding Body for external moderation.

Adeyfield School is committed to ensuring that whenever its staff mark candidate's work this is done fairly, consistently and in accordance with the Awarding Body's specification and subject-specific associated documents.

Adeyfield School ensures that all centre staff follow a robust Non-Examination assessment policy. This policy details all procedures relating to non-examination assessment, including marking and quality assurance processes which 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. Adeyfield 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 teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their centre assessed mark, if a candidate believes that the above procedures were not followed or that the assessor has not properly applied the mark scheme to his/her work, then he/she may make use of this appeals procedure to consider whether to request a review of the centre's marking.

NOTE – an appeal may only be made against the assessment process and not against the mark to be submitted to the Awarding Body.

Procedure for making an appeal

1. Adeyfield School 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. Candidates will be informed of the deadline for making an appeal.
2. Adeyfield School will inform the candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Adeyfield School will, having received a request for copies of materials, promptly make them available to the candidate within 3 working days.
4. Adeyfield School will provide candidates with sufficient time to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking must be made in writing within 3 working days of receiving copies of the requested material by completing an INTERNAL APPEALS FORM (see Appendix A).
6. Upon receipt of an internal appeal, the Exams & Data Manager will assign a reference number and complete the RECORD OF APPEALS FORM (see APPENDIX B).
7. Adeyfield School will allow 7 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.

8. Adeyfield School will ensure that the review of marking is carried out by an assessor who has the appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
9. Adeyfield School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
10. The candidate will be informed in writing of the outcome of the review of the centre's marking.
11. The outcome of the review of the centre's marking will be made known to the Head of Centre. A written record will be kept and will be available to the awarding body on. The Exams & Data Manager will keep a record of the outcome and date on the Record of Internal Appeals form.

Processes outside of the scope of this policy

- After candidates' work has been internally assessed, it is moderated by the Awarding Body to ensure consistency in marking between centres. The moderation process may lead to marks being changed. This process is outside the control of Adeyfield School and is not covered by this procedure.

