

Examinations Policy

Appendix 2

Senior School

2024 / 2025



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL

Examinations Policy Appendix 2: Internal Appeals Procedures

Contents

1. Appeals procedure against Internally Assessed Marks
2. Appeals procedure against Centre decisions not to support Enquiry about Results
3. Appeals procedure following the outcome of an Enquiry about Results
4. Internal appeals Form
5. Compliance
6. Appealing Centre-Assessed Grades

Queries

Queries on this policy appendix should be referred to the Deputy Head (Academic).

Review and Verification

This policy appendix is reviewed annually by the Deputy Head (Academic).

1. Appeals procedure against internally-assessed marks

This appeals procedure applies to GCE, IGCSE and GCSE Non-Examination Assessments (NEA).

Ibstock Place School is committed to ensuring that whenever its staff mark candidates' NEA work, this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Ibstock 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.

Candidates offering components of their qualification which fall within the jurisdiction of JCQ and which are marked by teachers at Ibstock may appeal their mark to the School before it is submitted to the appropriate Examining Body.

It should be noted that this facility is not afforded to candidates taking qualifications which fall under the aegis of Cambridge Assessments International Examinations.

The subjects and qualifications for which this policy applies are listed in this table:

Subject	Level	Examining Body	Nature of task
Art	GCSE	Edexcel	Candidate portfolio - Externally-set task
Art	A Level	Edexcel	Candidate portfolio - Externally-set task
Dance	GCSE	AQA	NEA component
Design Technology	GCSE	AQA	NEA component
Drama	GCSE	Eduqas	NEA component
Drama	A Level	Eduqas	NEA component
English Literature	A Level	Edexcel	Essay
Extended Project	Level 3	AQA	Essay
Geography	A Level	AQA	Coursework essay
Higher Project	Level 2	AQA	Essay
History	A Level	Edexcel	Essay
Music	A Level	Edexcel	NEA component
PE	GCSE	AQA	NEA component

The process for lodging an appeal is outlined below:

1. When the marking process has been finalised, candidates and their parents will be informed in writing of any Centre-awarded marks with which they have been awarded. Candidates will be informed both of their total mark and the maximum mark which was available for the piece of work in question. At the same time, candidates and their parents will be sent a link to this procedure, to keep them fully informed of the courses of action which are available to them.

2. Candidates and their parents may request to be sent a copy of the marked work in question (for some assessments, this “copy” may mean a recording of a performance), together with the examination specification and the appropriate mark scheme. Requests for such materials must be made directly to the Deputy Head (Academic) in writing by email **within 4 working days** from the time of the communication of marks. Such materials will be dispatched within 3 working days of the request.
3. On receipt of the materials, candidates and their parents have **5 working days** to consider a potential appeal. They may lodge a formal appeal relating to the assessment in question and this must be received before the end of the 6th working day. Such appeals must be made in writing to the Deputy Head (Academic). Each appeal will incur a fee of £50 unless the School is required to procure an assessor who is not currently employed by Ibstock. In this latter situation, the fee will be £150.
4. The School will arrange for the appeal to be conducted by an assessor who has appropriate knowledge, no prior involvement in the marking of the candidate’s work and who has no personal interest in the outcome of the review. The assessor will be told to ensure that the mark awarded is consistent with the standard set by the Centre.
5. The review will be completed no later than two days prior to the dispatch of the marks to the relevant Examining Body. The outcome of the review will be sent in writing to the candidate and his or her parents by the Deputy Head (Academic) no later than one day prior to the dispatch of the marks to the relevant Examining Body.
6. The School will retain all written records relating to this process and will submit them to the relevant Examining Body if requested. Should the review of the Centre’s marking bring any irregularity in procedures to light, the awarding body will be informed immediately.
7. Appellants are reminded that marks can move down as well as up as a consequence of the appeals process, should the assessor find it appropriate. In such cases, the lower, post-review mark will be submitted to the relevant Examining Body.

N.B: 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 mark changes. This process is outside the control of Ibstock and is not covered by this appeals procedure.

2. Appeals procedure against Centre decisions not to support an Enquiry About Results

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 Examinations Officer.

The service *enquiries about results* (EARs) may be requested by centre staff or candidates (or their parents/carers). (EAR service 3 is not available to individual candidates). If a query is raised about a particular examination result, the Examinations Officer, Deputy Head (Academic), teaching staff, and Head of Centre will investigate the feasibility of requesting an enquiry at the centre's expense.

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

If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support an enquiry, an appeal can be submitted to the centre using the **Internal Appeals Form** at least one week prior to the internal deadline for submitting an EAR.

3. Appeals procedure following the outcome of an Enquiry About Results

Candidates are not permitted to make direct representations to an awarding body and have no automatic right to appeal the outcome of EAR. Only the School can lodge appeals.

Where the Head of Centre is satisfied after receiving the outcome of an EAR, but the internal candidate and/or their parent/carer is not satisfied, he or she may make a further representation to the Head of Centre.

Representation is to be submitted in writing within 10 days of the publication of the EAR outcome using the Internal Appeals Form located at Section 4 of this Appendix. It should include the grounds which the Candidate believes justify additional action. To do this the Candidate will need to present the School with compelling evidence that an appeal is

appropriate. The School is not able to enter into the wholesale review of marked scripts in order to generate such evidence.

In circumstances where a Candidate believes that he/she has found evidence which might be used in an appeal, then it will be necessary for the School to consider the matter. A fee of £200, payable by the candidate, will be required by the School so as to allow due consideration to take place. The School will then decide whether the case has merit and whether it is prepared to lodge an appeal.

Where the Head of Centre is in agreement with the evidence presented and is dissatisfied with the outcome of an EAR, an appeal will be made to the awarding body, following the guidance in the JCQ publications *Post-results services* <http://www.jcq.org.uk/exams-office/post-results-services> and *A guide to the awarding bodies' appeals processes* <http://www.jcq.org.uk/exams-office/appeals>

Awarding body fees, which are charged for the appeal, are to be paid by the Candidate.

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4. Internal appeals form

This form should be completed in all cases to lodge an appeal.

Please tick to indicate what the appeal is against:

- The Centre's decision not to support an Enquiry About Results
- The outcome of an Enquiry About Results

Name of appellant		Candidate name <i>if different from appellant</i>	
Awarding body		Examination paper code	
Subject		Examination paper title	
Please state the grounds for your appeal below:			
<i>Continue overleaf if necessary</i>			
Appeal against internally assessed marks			
Appellant declaration By signing here, I am confirming I understand the purpose of the appeal. I also understand that internally assessed marks are moderated by the awarding body to ensure consistency in marking between Centres. The moderation process may lead to mark changes. This process is outside the control of Ibstock and is not covered by this appeals procedure.			
Signature:		Date of signature:	
Appeal against the centre decision not to support an enquiry about results			
Appellant declaration By signing here, I am confirming I feel there are grounds to appeal against the centre's decision.			
Signature:		Date of signature:	
Appeal against the outcome of an enquiry about results			
Appellant declaration By signing here, I am confirming I understand that the grounds for my appeal must relate to the awarding body's procedures or the application of the post-result service procedures. I also understand that appeals do not generally involve further reviews of marking candidates' work. I also confirm that I will pay in advance any fees which may be charged by the awarding body for the appeal. I understand this fee will be refunded if the appeal is upheld.			
Signature:		Date of signature:	

The appellant declaration against the relevant appeal must be signed, dated and returned to the Examinations Officer, on behalf of the Head of Centre, to the timescale indicated in the internal appeals procedure.

Compliance

The internal appeals procedures for this centre have been produced to demonstrate compliance with the publications listed below:

JCQ *General Regulations for approved centres* <http://www.jcq.org.uk/exams-office/general-regulations>

Controlled Assessments, Coursework and Portfolios of Evidence

The centre agrees to:

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 made widely available and accessible to all candidates (A centre may place its internal appeals procedure on the School/college website or alternatively, the document may be made available to candidates upon request).

Post-Results Services and Appeals

The centre agrees to:

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 an enquiry about results or an appeal (A centre may place its internal appeals procedure on the School/college website or alternatively the document may be made available to candidates upon request).

JCQ *Post-results services* <http://www.jcq.org.uk/exams-office/post-results-services>

Submission of requests

Centres **must** have in place a published formal appeals procedure for use in cases where centres and candidates, or their parents/carers, cannot agree as to whether an enquiry about results should be submitted. The formal appeals procedure **must** be made widely available. Centres **must** therefore draw the appeals procedure to the attention of

candidates and their parents/carers. In deciding whether to support an enquiry about results, centres should take account of all relevant factors and afford candidates or their parents/carers a reasonable opportunity to express their views. **Awarding bodies can only enter into discussions over enquiries about results with centres and private candidates.**

Appeals

Centres **must** have in place a published formal appeals procedure for use in cases where centres and candidates, or their parents/carers, cannot agree as to whether an appeal should be submitted to the relevant awarding body. The formal appeals procedure **must** be made widely available. Centres **must** therefore draw the appeals procedure to the attention of candidates and their parents/carers. In deciding whether to support an appeal, centres should take account of all relevant factors and afford candidates or their parents/carers a reasonable opportunity to express their views. **Awarding bodies can only enter into discussions over appeals with centres and private candidates.**

JCQ *A guide to the awarding bodies' appeals processes* <http://www.jcq.org.uk/exams-office/appeals>

Please note that internal candidates and/or their parents/carers are not entitled to appeal directly to the awarding body. Representations must be made to the head of centre where the candidate was entered or registered. The head of centre's decision as to whether to proceed with an appeal is subject to the centre's internal appeals arrangements.

JCQ *Notice to Centres informing candidates of their centre assessed marks* [Notice-to-Centres-Informing-candidates-of-their-centre-assessed-marks-202122-1.pdf](http://www.jcq.org.uk/exams-office/centres-informing-candidates-of-their-centre-assessed-marks-202122-1.pdf) (jqc.org.uk)

Appellants should consult the information in the above publications to be fully informed when stating their grounds for appeal.

Further information can be obtained from:

Appeal an examination result <https://www.gov.uk/appeal-exam-result>

The Appeals Process <http://www.jcq.org.uk/examination-system/the-appeals-process>