

| Appeals Against Internal Assessment Decisions (centre assessed marks) Policy | | | |
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| Current Status | Operational | Last Review: | November 2021 |
| Responsibility for Review: | Group Vice Principal – Data, MI & Compliance | Next Review: | September 2022 |
| Approved by: | SLT | Originated: | September 2020 |

1.0 Introduction

- 1.1 This procedure confirms Abbeygate Sixth Form College compliance with JCQ's *General Regulations for Approved Centres 2021/2022, 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 "before submitting marks to the awarding body inform candidates of their centre assessed marks and allow a candidate to request a review of the centre's marking."
- 1.2 Certain components of GCE and GCSE (non-examination assessments) and Applied Level 3 Diploma (controlled assessment) that contribute to the final grade of the qualification are internally assessed (marked) by the subject teacher. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

2.0 Deadlines for the submission of marks (Summer 2022 exam series)*

| Date | Qualification | Details |
|-------------|----------------------|--|
| 25/04/2022 | GCE/GCSE | Marks to be on SIMS marksheets |
| 26/04/2022 | GCE/GCSE | Marks to be published to students |
| 28/04/2022 | GCE/GCSE | Final date for student to request materials for decision regarding review Copies of requested materials to be supplied to student within 48 hours |
| 05/05/2022 | GCE/GCSE | Date for any appeal to have been requested/logged |
| 13/05/2022 | GCE/GCSE | Deadline to feedback outcome of review to candidate |
| 13/05/2022 | GCE/GCSE | Internal deadline for submission of non-examination assessment and controlled assessment marks to Awarding Body |
| 15/05/2022 | GCE/GCSE | Final date for submission of non-examination assessment and controlled assessment marks to Awarding Body |

* A separate schedule will be planned for Art & Design component 2

- 2.1 Abbeygate Sixth Form College 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.
- 2.2 Abbeygate Sixth Form College ensures that all centre staff follow a robust *Non-examination assessment policy* for the management of all internally assessed non-examination assessment and controlled assessments. This policy details all procedures relating to centre assessed marks, including the marking and quality assurance processes which relevant teaching staff are required to follow.
- 2.3 Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Abbeygate Sixth Form College 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.

3.0 Appeals

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 this appeals procedure to consider whether to request a review of the centre's marking.

- 1) Abbeygate Sixth Form College 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.
- 2) Abbeygate Sixth Form College will inform 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 within 24 hours of the mark being received.
- 3) Abbeygate Sixth Form College will, having received a request for copies of materials, promptly make them available to the candidate within 2 working days.
- 4) Abbeygate Sixth Form College 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 48 hours of receiving copies of the requested materials – the student will be required to complete an Internal Appeals Application Form and make the appropriate payment. The cost will be £50 per request.

- 6) Abbeygate Sixth Form College will allow 5 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.
- 7) Abbeygate Sixth Form College 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.
- 8) Abbeygate Sixth Form College will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- 9) The candidate will be informed in writing of the outcome of the review of the centre's marking.
- 10) The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

4.0 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 Abbeygate Sixth Form College and is not covered by this procedure.

**This includes the internal standardisation of Art & Design components 1 & 2.

Revision History – Appeals Against Internal Assessment Decisions (centre assessed marks)

| Revision date | Reason for revision | Section number | Changes made |
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| November 2021 | Change of title | Details box | Title change of person responsible for review |
| | Annual review | 2.0 | Dates updated to reflect this academic year's deadlines |
| | Annual review | 1.1 | Amended to reflect wording of JCQ General Regulations 5.7 |