



Internal Assessment Appeals Procedure

Updated January 2025

The purpose of this procedure is to set out the way in which Prudhoe Community High School will deal with any appeals against internal assessment decisions or appeals against our decision not to support a clerical check, a review of marking, a review of moderation or an appeal.

1. Appeals against internal assessment decisions (centre assessed marks)

This procedure confirms Prudhoe Community High School’s compliance with JCQ’s *General Regulations for Approved Centres 2022-23 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 as 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 qualifications (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments) 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.

Deadlines for the submission of marks (Summer 2025 exam series)

Date	Qualification
15 March 2025	PE (GCSE and A Level)
7 May 2025	GCSE subjects (excluding PE and Art)
15 May 2025	A Level (excluding Art and PE)
31 May 2025	GCSE / A Level Art and textiles

Prudhoe Community High School 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.

Prudhoe Community High School ensures that all centre staff follow a robust JCQ guidance *Non-examination assessment policy* (for the management of GCE and GCSE non-examination

assessments). This policy details all procedures relating to non-examination assessments, 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. Prudhoe Community High 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 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 this appeals procedure to consider whether to request a review of the centre's marking. This must be done within 3 calendar days of receiving the marks.

1. Prudhoe Community High 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.
2. Prudhoe Community High School 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.
3. Prudhoe Community High School will, having received a request for copies of materials, promptly make them available to the candidate within 2 school days.
4. Prudhoe Community High School will provide candidates with sufficient time in order 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 calendar days of receiving copies of the requested materials, by completing the **internal appeals form** which **must** state the ground for which an appeal is being made.
6. Prudhoe Community High School will allow up to 5 calendar 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. Prudhoe Community High School 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. Prudhoe Community High School 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.

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 Prudhoe Community High School and is not covered by this procedure.

Prudhoe Community High School will charge a fee of £20 per review requested which must be paid at the time of request to cover any costs incurred to carry out the review. This fee will be charged irrespective of the outcome of the review.

The procedure is informed by the JCQ publications Instructions for conducting non-examination assessments (section 6.1), Review of marking (centre assessed marks) suggested template for centres and Notice to Centres -Informing candidates of their centre assessed marks

2. Appeals 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 Prudhoe Community High School's compliance with JCQ's *General Regulations for Approved Centres 2022-23, 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. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the exams officer.

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. A *Post Results Services Request Form* is made available on the school website. This details the post results services available, the cost of these services and the deadlines for applying.

If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, an enquiry about the result may be requested.

Enquiries about results (EARs) 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 (informed consent via candidates' school email is acceptable) is required in all cases before a request for an EAR 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, the exams officer, teaching staff and head of centre will investigate the feasibility of requesting an enquiry supported by the centre.

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

If the candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision not to support an enquiry, an internal appeal can be submitted to the centre by completing the internal appeals form at least 5 calendar days prior to the internal deadline for submitting an EAR.

The appellant will be informed of the outcome of his/her appeal before the internal deadline for submitting an EAR.

Following the EAR 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 EAR 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 10 calendar days of the notification of the outcome of the EAR. 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 enquiry about 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.

Monitoring of this procedure

What?	How?	When?
Compliance with JCQ regulations	Updated in line with JCQ updates issued	Annually in September

Action	By whom	By when
Updated	SLT/Exams Manager	September 2022
Approved	Chair of governors	11/05/2022
Reviewed and updated	SLT/Exams Manager	January 2025
To be reviewed	Exams Officer /SLT	September 2025

Internal appeals form

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

Please tick to indicate what the appeal is against:

- an internal assessment decision/or request for a review of marking
- the centre decision not to support a clerical check, a review of marking, review of moderation or an appeal

Name of appellant		Candidate name if different to appellant	
Awarding body		Unit/module/exam paper code	
Subject		Unit/module/exam paper title	

Please state the grounds for your appeal below:

Continue overleaf if necessary

Appeal against an internal assessment decision/or request for a review of marking

Appellant declaration

By signing here, I am confirming I understand the purpose of the appeal is against an internal assessment decision I wish to request a review of the centre's marking. I understand that a fee of £20.00 is payable on submission of this form.

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 not to support an enquiry about results - clerical check, review of marking, review of moderation or an appeal.

Signature:

Date of signature:

The appellant declaration against the relevant appeal must be signed, dated and returned with the fee of £15.00 to the EO, on behalf of the head of centre, to the timescale indicated in the internal appeals procedure.

For internal use only
<p>Fee of £20.00 has been received from the appellant.</p> <p>Signed: _____</p> <p>Date: _____</p>

