



Nova Hreod Academy

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Internal Appeals Procedure (Internal assessment decisions)

Policy/Procedure creator: Mrs Tracey

ButlerPolicy/Procedure created:

30/09/2021

Centre Name	Nova Hreod Academy
Centre Number	66525
Date procedure first created (dd/mm/yyyy)	30/09/2021
Current procedure reviewed by	Tracey Butler
Current procedure approved by	Benn Griffin
Date procedure to be next reviewed (dd/mm/yyyy)	30/09/2022

Key staff involved in the procedure

Role	Name(s)
Head of centre	Mr Nick Wells
Senior leader(s)	Mr Benn Griffin
Exams officer	Mrs Tracey Butler
Other staff (if applicable)	Not Applicable

This procedure is reviewed and updated annually to ensure that appeals against internal assessment decisions (centre assessed marks) at Nova HreodAcademy are managed in accordance with current requirements and regulations in the JCQ publications **General Regulations for Approved Centres (GR 5.7)**, **Instructions for conducting non-examination assessments (ICNEA 6.1)**. This procedure is informed by the JCQ publications **Reviews of marking (centre assessed marks) suggested template for centres** and **Notice to Centres - Informing candidates of their centre assessed marks**.

Introduction

Certain qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by Nova Hreod Academy and internally reviewed/standardised. The marks awarded (the internal assessment decisions) which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation.

The moderation process carried out by the awarding body may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

The qualifications delivered at Nova Hreod Academy containing components of non-examination assessment/units of coursework are: GCSE, AQA Applied General qualifications, OCR Cambridge Nationals, Entry Level Certificate, Project qualifications, BTEC qualifications

Purpose of the procedure

The purpose of this procedure is to confirm the arrangements at Nova Hreod Academy for dealing with candidate appeals relating to internal assessment decisions.

This procedure ensures compliance with JCQ regulations which state that centres must:

- 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 communicated, made widely available and accessible to all candidates
- 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

Principles relating to centre assessed marks

The head of centre/senior leader(s) at Nova Hreod Academy will ensure that the following principles are in place in relation to marking the work of candidates:

- A commitment to ensuring that whenever teaching staff mark candidates' work, that this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents
- All centre staff follow a robust Non-examination Assessment Policy (for the management of non-examination assessments). This policy details all procedures relating to non-examination assessments for relevant qualifications delivered in the centre, 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
- A commitment 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 mark(s), if candidates believe that the above procedures were not followed in relation to the marking of their work, or that the assessor has not properly applied the mark scheme to their marking, then they may make use of the internal appeals procedure below to consider whether to request a review of the centre's marking

Additional centre-specific principles: N/A

Procedure for appealing internal assessment decisions (centre assessed marks)

The head of centre/senior leader(s) at Nova Hreod Academy 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
- Inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of their work in meeting the published assessment criteria
- Inform candidates that they may request copies of materials (for example, as a minimum, a copy their marked assessment material (work) and the mark scheme or assessment criteria plus additional materials which may vary from subject to subject) to assist them in considering whether to request a review of the centre's marking of the assessment
- Having received a request for copies of materials, promptly make them available to the candidate (for some marked assessment materials, such as art work and recordings, inform the candidate that these will be shared under supervised conditions) within the period of time as specified (see **Deadlines** below)
- Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision, informing candidates that if their decision is to request a review they will need to explain what they believe the issue to be
- Provide a clear deadline for candidates to submit a request for a review of the centre's marking and confirm understanding that requests must be made in writing and will not be accepted after this deadline (see **Deadlines** below)

Require candidates to make requests for a review of centre marking by completing an internal appeals form

- Allow sufficient time 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 (see **Deadlines** below)
- 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
- Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre
- Inform the candidate in writing of the outcome of the review of the centre's marking
- Ensure the outcome of the review of the centre's marking is made known to the head of centre who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body
- Ensure a written record of the review is kept and made available to the awarding body upon request
- Ensure the awarding body is informed if the centre does not accept the outcome of a review
Additional centre-specific procedure:

Any student that is unhappy with a mark awarded from an awarding body upon issue of results should follow the following procedure:

- Contact the subject teacher as soon as possible (but no later than 3 days before the published deadline for enquiries about results) in person to discuss mark, raise concerns and discuss the best way forward. The examinations officer will advise on what options are available to query the mark and the costs involved.
- Students should be aware that enquiries about results (EARs) can result in grades being raised,

confirmed or lowered. Students should sign a consent form to confirm that they understand the consequence of an enquiry.

- Subject teacher to review marks and discuss with faculty leader to agree the way forward taking into account the breakdown of marks and grade boundaries and the students predicted grades. If the faculty agree to support the enquiry, please follow (i) below if not the subject teacher should advise the student as per (ii) below.

- (i) A student may appeal against a decision not to support an EAR's. Appeals should be made in writing to the executive principal no later than 5 working days before the published deadline for EARs. The appeal should be in writing and state the full details of the complaint and the reasons for the appeal, the appeal should be signed and dated and include a daytime contact telephone number of the student. This information will be reviewed by the executive principal or another member of the academy's leadership group if the HT is unavailable and the outcome of the appeal will be communicated by telephone where possible or 1st class post within 24 hours of receipt. This decision is final.
- (ii) If the subject team agree that the academy supports an enquiry, the request together with the student's consent form should be made to the examinations officer before the published deadline for EARs. The cost of the enquiry will be taken from the departmental budget. If the enquiry is successful, the fee will be refunded.
- (iii) If the Academy does not support the enquiry, the student may still proceed in some cases (please contact the examinations officer to check) with the enquiry but all costs involved need to be paid by the student at the time the enquiry is made. No enquiry will be made unless the fees are paid. Requests should be made in person to the examinations officer before the published deadline for EAR's. If the enquiry is successful, the fee will be refunded to the student.
- (iv) Outcomes following EARs will be made in writing by the examinations officer to the student as soon as they have been received from the awarding bodies.

Deadlines and timescales

- Upon request, copies of materials will be made available to the candidate within 5 working days
- The deadline to request a review of marking must be made within 5 working days of the candidate receiving copies of the requested materials
- The process for completing the review, making any changes to marks, and informing the candidate of the outcome will be completed within 5 working days, all before the awarding body's deadline for the submission of marks