





THE COOPERS' COMPANY
AND COBORN SCHOOL

Love as Brethren

**Internal Appeals procedures
(Internal assessment decisions)
2023/24**

 	Name of School	The Coopers' Company and Coborn School
	Policy review Date	January 2024
	Date of next Review	January 2025
	Who reviewed this policy	Mrs. A. Titley
	To be approved by SLT	APPROVED



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Key staff involved in internal appeals procedures

Role	Name(s)
Head of centre	Ms. S. Hay
SLT members	Mr. R. Bell Mr. M. Duncan Mr. J. Edwards Mrs. J. Harris Mrs. R. Carron Mr. J. Dudley-Hart Mr. L. Bonnett
Exams office	Mrs. A. Titley – Examinations and Data Manager Mrs. L. Butler – Deputy Examinations Officer
SENCo	Mrs. R. Carron
Assistant SENCo	Mrs. V. Bradley Mrs. B. Teece

This procedure is reviewed and updated annually to ensure that appeals against internal assessment decisions (centre assessed marks) at The Coopers Company and Coborn School 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 also informed by the JCQ [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 The Coopers Company and Coborn School 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 The Coopers Company and Coborn School containing components of nonexamination assessment/units of coursework are:

GCSE;
A-level;
Extended Project (Level 3).

Purpose of the procedure

The purpose of this procedure is to confirm the arrangements at The Coopers Company and Coborn School 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 The Coopers Company and Coborn School 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/internal standardisation 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 more than one subject teacher/tutor is 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 marking standards 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.

Procedure for appealing internal assessment decisions (centre assessed marks)

The head of centre/senior leader(s) at The Coopers Company and Coborn 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;
- 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 work submitted;
- Inform candidates that they may request copies of materials (generally as a minimum, a copy of the 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 artwork and recordings, inform the candidate that the originals will be shared under supervised conditions) within the period of time as specified (see **Deadlines** below);
- Provide candidates with sufficient time 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; any requests must be made in writing within two school days of receiving copies of the requested materials by completing the internal appeals form – **Appendix A** and receipt of payment of this service (information to be obtained from the Exams Office);
- 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 for the submission of marks (see **Deadlines** below);
- Ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of 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.

Deadlines and timescales

- Upon request, copies of materials will be made available to the candidate within two school days;
- The deadline to request a review of marking must be made within two school 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 five school days, all before the awarding body's deadline for the submission of marks.



APPENDIX A

Internal Appeals form

Please tick box to indicate the nature of your appeal and complete all white boxes* on the form below

- ☐ Appeal against an internal assessment decision and/or request for a review of marking.
- ☐ Appeal against the centre's decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal.

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Candidate Name		Candidate No.	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below

(If applicable, tick below)

- ☐ Where my appeal is against an internal assessment decision I wish to request a review of the centre's marking

If necessary continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Appellant signature:

Date of signature:

This form must be signed, dated and returned to the exams office on behalf of the head of centre to the timescale indicated in the relevant appeals procedure.



Further guidance to inform and implement appeals procedures

JCQ publications

- ▶ [General Regulations for Approved Centres](#)
- ▶ [Notice to Centres – Informing candidates of their centre assessed marks](#)
- ▶ [Instructions for conducting examinations](#)

Ofqual publications

- ▶ [GCSE \(9 to 1\) qualification-level conditions and requirements](#)
- ▶ [GCE qualification-level conditions and requirements](#)