

## GOSFORTH ACADEMY INTERNAL APPEALS AND PROCEDURE POLICY

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

This procedure confirms Gosforth Academy’s compliance with JCQ’s *General Regulations for Approved Centres 2019-2020, section 5.8* 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 2021 exam series)

Date	Qualification	Details
TBC	GCSE	WJEC
TBC	GCSE	AQA
TBC	GCSE	OCR and EDEXCEL
TBC	GCSE Art and Textiles	AQA
	GCE Art, Photography and Textiles	WJEC
TBC	GCE (all other subjects)	Final date for submission of internally assessed marks (AQA, OCR, Pearson and WJEC)
TBC	GCE PE	OCR
	GCSE PE	OCR

Gosforth Academy 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.

Gosforth Academy ensures that all centre staff follow a robust *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. Leaders of Teaching and Learning will ensure this for their staff involved. Gosforth Academy 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.

Subject teachers 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. Gosforth Academy 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.

**Step 1 of the procedure detailed below must be initiated by candidates within 5 working days (2 working days for Art, Photography or Textiles) of receiving a centre assessed mark.**

**Teachers carrying out internal assessment must keep a record of when marks are released to candidates. Marks should only be released once internal standardisation has taken place.**

**Timescales relating to Art & Design subjects are necessarily shorter due to the nature, timing and length of their non-exam assessment.**

### **Step 1**

The candidate must first request copies of materials from the teacher who marked the work, and this teacher will promptly make them available to the candidate within 2 working days. The teacher will inform the course leader that the request has been made.

### **Step 2**

Once the materials have been provided, Gosforth Academy will provide the candidate with 5 working days (2 working days for Art, Photography or Textiles) in which to review the materials. During this time the candidate must discuss the matter with the original teacher who marked the work at a time convenient to both: the teacher should at this point inform the candidate that his/her marking has been subject to internal standardisation procedures and has therefore already been checked. The teacher will then consider the candidate's concerns, look again at the work and email the candidate an immediate response in writing using school email addresses, and copying in both the course leader and the Examinations Manager; the teacher should inform the candidate in the email that just as in reviews of marking of exam papers, the original mark awarded can go down as well as go up or stay the same.

In most cases the discussion will resolve the issue, and no further action will be needed. The course leader in charge of internal moderation must be informed if the teacher agrees that the mark should be changed in any way.

### **Step 3**

However, if the issue is not resolved through dialogue in Step 2 and the candidate wishes to formally request a review of marking, this **must** be made in writing within 5 working days of receipt of the email in Step 2 (2 working days for Art, Photography or Textiles) of the meeting with the original teacher who marked the work, by completing the internal appeals form which is to be handed to the Examinations Manager.

### **Step 4**

Gosforth Academy 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. Gosforth Academy will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

### **Step 5**

Gosforth Academy will carry out the review, make any necessary changes to marks and email the candidate with the outcome within 5 working days, all before the awarding body's deadline. The candidate will also be informed in a letter of the outcome of the review of the centre's marking.

### **Step 6**

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 Gosforth Academy and is not covered by this procedure. JCQ regulations state that "candidates or parents/carers are not permitted to make direct representations to an awarding body".**

**FOR CENTRE USE ONLY**

## Gosforth Academy internal appeals form

Date received

Reference No.

Please complete this form if you wish to appeal against an internal assessment decision and/or request for a review of marking.

<b>Name of appellant</b>		<b>Candidate name if different to appellant</b>	
<b>Awarding body</b>		<b>Exam paper code</b>	
<b>Subject</b>		<b>Exam paper title</b>	

Please state the grounds for your appeal below.

I give my consent for a review of marking of my internally assessed work. In giving consent I understand that the final mark awarded to me may be lower than, higher than or the same as the mark which was originally awarded.

**Appellant signature:**

**Date of signature:**

This form must be signed, dated and returned to the Examinations Manager on behalf of the head of centre to the timescale indicated in the school's appeals procedure.

These are reviewed annually to ensure compliance with current regulations.

<b>Date approved:</b>	September 2020 .....
<b>Signed:</b>	.....
<b>Date to be reviewed:</b>	September 2021 .....