

BRANNEL SCHOOL

EXCELLENCE | CREATIVITY | COMMUNITY



Exams Internal Appeals Policy

2025-26

Introduction

Certain qualifications contain components/units of non-examination assessment, controlled assessment and/or coursework which are internally assessed (marked) by centres 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.

Purpose

The purpose of this policy is to confirm the arrangements at CELT Schools for dealing with appeals relating to internal assessment decisions.

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

- keep a written internal appeals procedure, covering decisions on internal assessments, available for inspection. This procedure must be reviewed and updated annually, and centres must ensure it is clearly communicated, easily accessible, and widely available to all candidates
- before submitting marks to the awarding body, centres must inform candidates of their centre-assessed marks and provide them with the opportunity to request a review of the centre's marking

Principles relating to centre assessed marks

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

- A commitment to ensuring that all teaching staff mark candidates' work fairly, consistently, and in line with the awarding body's specifications and subject-specific guidance.
- All centre staff must follow a robust policy for managing non-examination assessments, including controlled assessments and coursework, which outlines the procedures for all relevant qualifications delivered in the centre, and sets out the marking, quality assurance, and internal standardisation requirements that teaching staff must adhere to.
- Candidates' work will be marked by staff who possess the appropriate knowledge, understanding, and skills, and who have received training for this

activity, with no potential conflicts of interest. Where AI tools are used to support the marking process, they will not act as the sole marker.

- A commitment to ensuring that all candidate work is authenticated in accordance with the awarding body's requirements. Where more than one subject teacher or tutor is involved in marking, internal moderation and standardisation processes will be used to ensure consistency of marking.
- Once candidates have been informed of their centre assessed marks, they may use the internal appeals procedure if they believe that the stated marking procedures were not properly followed, or that the assessor has not correctly applied the marking standards, in order 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 CELT Schools 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
- Tell candidates that they can request copies of key materials, such as their marked work and the mark scheme or assessment criteria, plus any subject specific documents, so they can decide whether they want to ask for a review of the centre's marking.
- Having received a request for copies of materials, promptly make them available to the candidate (this will either be the originals viewed under supervised conditions or copies) within the period of time as specified (see Deadlines below)
- Inform candidates they will not be allowed access to original assessment material, including artefacts, unless supervised
- 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 by completing the JCQ review of results consent 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 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
- 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 the final decision will have 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

Appeals against decisions to reject a candidate's work on the grounds of malpractice

The JCQ Information for candidates' documents (Coursework, Non-examination assessments, Social media) which are distributed to all candidates prior to assessments taking place, inform candidates of the things they must and must not do when they are completing their work.

The centre ensures that those members of teaching staff involved in the direct supervision of candidates producing work for assessments are aware of the potential for malpractice.

Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication does not need to be

reported to the awarding body but will be dealt with in accordance with the centre's internal procedures. The only exception to this is where the awarding body's confidential assessment material has potentially been breached. The breach will be reported to the awarding body immediately.

If there are doubts about the authenticity of the work of a candidate or irregularities are identified in a candidate's work before the candidate has signed the declaration of authentication/authentication statement (where required) and malpractice is suspected, CELT Schools will:

Follow the authentication procedures and/or malpractice instructions in the relevant JCQ document (Instructions for conducting non-examination assessment/instructions for conducting coursework) and any supplementary guidance that may be provided by

the awarding body. Where this may lead to the decision to not accept the candidate's work for assessment or to reject a candidate's work on the grounds of malpractice, the affected candidate will be informed of the decision.

If a candidate who is the subject of the decision disagrees with the decision:

A written request, setting out as clearly and concisely as possible the grounds of the disagreement including any further evidence relevant to supporting the appeal, should be submitted in writing 3 working days after the appeal decision has been communicated to the appellant.

The appellant will be informed of the outcome of the appeal:

- 5 working days from the date that the appeal was received by the centre.

Deadlines and timescales

- The deadline to request non-examination materials for review is 3 working days after the candidate has received the mark
- The deadline to request a review of marking must be made within 3 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.