



FRANCIS HOLLAND SCHOOL REGENT'S PARK

Name of Policy

Author

Committee for Review & Approval

Date of Last Revision

Date of Committee Approval

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Regulation Number

Regulation Description

Internal Appeals Procedure

SLT

Education

January 2020

Spring 2020

N/A

Autumn 2021

Spring 2022

N/A

Part 1 3(g)

Demonstrate that a framework is in place to assess pupils' work regularly and thoroughly and use information from that assessment to plan teaching so that pupils can progress.

Availability of this document:

Copies of this document may be downloaded from Firefly or are available on request from the school office, Francis Holland School, Ivor Place, London NW1 6XR.

Appeals against internal assessment decisions (centre assessed marks)

This procedure confirms Francis Holland School's compliance with JCQ's *General Regulations for Approved Centres 2017-2018, 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. This same process applies to the standalone Extended Project Qualification (EPQ).

Francis Holland 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.

Francis Holland School 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. Francis Holland 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 her centre-assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of her work, or that the assessor has not properly applied the mark scheme to her work, then she may make use of this appeals procedure to consider whether to request a review of the centre's marking. **The working days referred to in this procedure excludes school holidays and Bank Holidays.**

The appeal process

1. Francis Holland 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. Francis Holland 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. Candidates should make a request for materials within 2 working days of receiving their marks.
3. Francis Holland School will, having received a request for copies of materials, make them available to the candidate within 3 working days.

4. Francis Holland School will allow candidates sufficient time to review copies of materials and reach a decision. Candidates will have 2 working days from receiving their marks to request copies of materials (e.g. marked coursework). They will have minimum of 3 working days from receiving copies of materials to request a review of marking.
5. Requests for reviews of marking must be made in writing by completing the internal appeals form within 8 working days of the marks being released.
6. Francis Holland School will allow 5 working 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. Francis Holland 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. Heads of Department must liaise with the Academic Deputy Head to ensure that a suitable assessor is in place before marks are issued to candidates. This is to ensure that the assessor is available to be called upon at short notice in the event of a review being requested.
8. Francis Holland 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.
11. Records of the request for appeal, the evidence and the outcome of the review will be kept by the Head.

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 Francis Holland School and is not covered by this procedure.

Deadlines for release of marks and submission of NEA marks

Appendix 1 details the internal and external deadlines for NEAs. The deadlines shown are for the 2019/2020 examination season. The examinations officer will create a new Appendix 1 each year and distribute it to the Heads of Department.

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 Francis Holland School's compliance with JCQ's *General Regulations for Approved Centres 2017-2018*, section 5.14 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..."

Requesting an EAR

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 via a letter issued by the Head of Sixth Form.

If the centre or a candidate (or 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) consists of 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 is required in all cases (informed consent via candidate email is acceptable) 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, Head of Department and Academic Deputy Head will investigate the feasibility of requesting an enquiry. If they conclude that the school can support an enquiry, the candidate must make a formal request to the Exams Officer. The Exams Officer will then submit the enquiry to the relevant examining board. The candidate will bear the cost of the enquiry.

Internal appeal against a decision not to support an EAR

If the candidate (or 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 working 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.

External appeal against an EAR outcome

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.

Internal appeal against a decision not to appeal against an EAR outcome

Where the head of centre is satisfied after receiving the EAR outcome, but the candidate (or 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 5 working 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 if the appeal is not upheld by the awarding body.

Further guidance to inform and implement appeals procedures

JCQ

- General Regulations for Approved Centres
<https://www.jcq.org.uk/exams-office/general-regulations>
- Post-Results Services
<https://www.jcq.org.uk/exams-office/post-results-services>
- JCQ Appeals Booklet
<https://www.jcq.org.uk/exams-office/appeals>
- Notice to Centres - Reviews of marking (centre assessed marks)
<https://www.jcq.org.uk/exams-office/controlled-assessments>
<https://www.jcq.org.uk/exams-office/coursework>
<https://www.jcq.org.uk/exams-office/non-examination-assessments>

Ofqual

- GCSE (9 to 1) qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gcse-9-to-1-qualification-level-conditions>
- GCSE (A* to G) qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gcse-a-to-g-qualification-level-conditions-and-requirements>
- GCE qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements>
- Pre-reform GCE qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gce-qualification-level-conditions-for-pre-reform-qualifications>



**FRANCIS HOLLAND SCHOOL
REGENT'S PARK**

Internal appeals form

FOR CENTRE USE ONLY

Date
received

Reference
No.

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 check, a review of marking, a review of moderation or an appeal

Name of appellant		Candidate name (if different to appellant)	
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

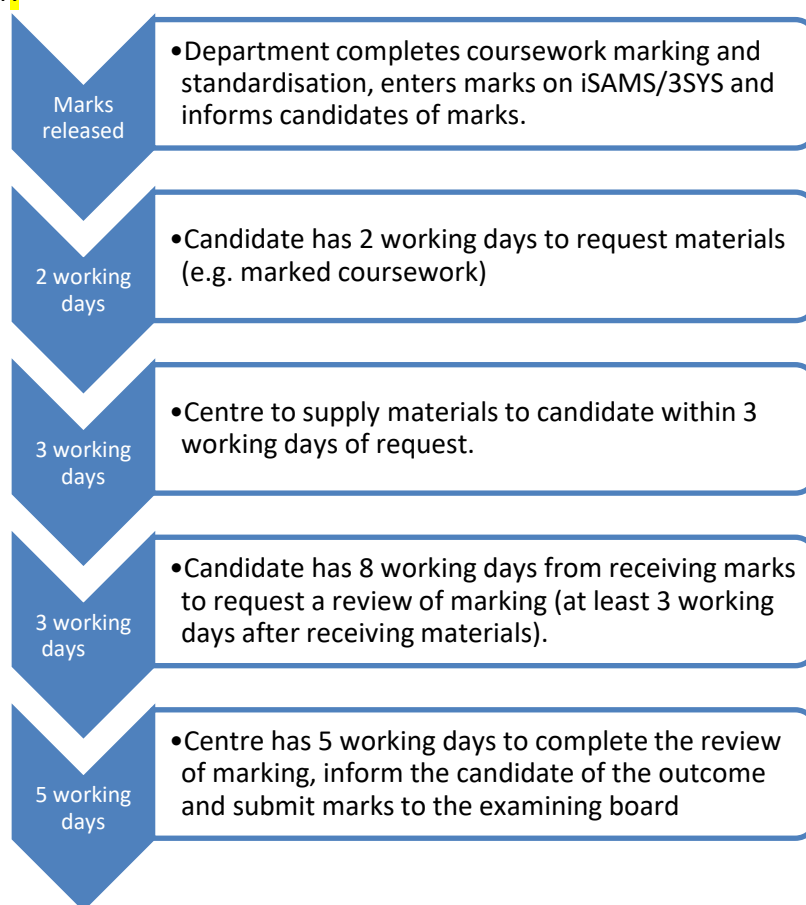
If necessary continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed.

Non-examination assessments deadlines

The 2020 deadlines for all non-examination assessments at Francis Holland School are shown on the next pages.

For internally-assessed tasks subject to appeal procedures, the internal deadline is set at least 15 working days before the external deadline. By the internal deadline, internally standardised marks should be entered into iSAMS and shared with candidates. Candidates must be informed at that stage of their right of appeal and the timeline specific to that subject. The timeline below describes the sequence of events from the time marks are released, which in many cases will be before the internal deadline. Candidates cannot submit appeals more than 8 working days after receiving marks. Note that a shortened timescale applies to GCSE and A Level Art coursework and examinations and to the A level Biology practical endorsement as these subjects have assessments in late April.

For externally-assessed tasks and for internally-assessed tasks not subject to these appeal procedures, the internal deadline is set 7 working days before the external deadline. This time allows checking of candidate materials and documentation before it is dispatched to the board. Heads of Department should not dispatch samples to the boards before it has been checked by the Exams Officer.



‘Working days’ excludes school holidays and Bank Holidays

Appendix A : A levels and EPQ 2021

Subject	HoD	Exam board	Entry code	Coursework type	Marking	Internal deadline*	External deadline	Working days	Notes
Art	NXC	AQA		NEA	Internal	06/05/2021 (coursework)	31/05/2021 (extended for 2021)	15+	Coursework completed 28 th April
Biology	AMK	OCR	A H420	Practical endorsement	Internal	26/03/2021	15/05/2021	15+	Practical endorsement
Chemistry	PRT	AQA	7405	Practical endorsement	Internal	26/03/2021	15/05/2021	15+	Practical endorsement
Drama & Theatre Studies	HXS	Edexcel	9DR0	N/A this year	External	N/A	15/05/2021	15+	
English Literature	LJP	OCR	H472	NEA	Internal	02/12/2020	15/05/2021	15+	
French	AZS	Edexcel	9FR0	Oral exam (ICE)	External	N/A	15/05/2021	N/A	
German	RIK	Edexcel	9GN0	Oral exam (ICE)	External	N/A	15/05/2021	N/A	
History	PAG	AQA	7042	NEA	Internal	25/02/2021	15/05/2021	15+	
Italian	NIG	Edexcel	9IN09IN0 1	Oral exam (ICE)	External	N/A	15/05/2021	N/A	
Spanish	NLE	Edexcel	9SP0	Oral exam (ICE)	External	N/A	15/05/2021	N/A	
Music	UMM	Cambridge International	9483	Composition & performance	External	16/03/2021	30/04/2021	N/A	
Physics	DGW	Edexcel	9PH0	Practical endorsement	Internal	26/03/2021	15/05/2021	15+	Practical endorsement
EPQ	ASF	AQA	7993	NEA	Internal	16/03/2021	15/05/2021	15+	

*Grades to Students (only applicable for internally marked work)

GCSE 2020

Subject	HoD	Exam board	Entry code	Coursework type	Marking	Internal deadline*	External deadline	Working days	Notes
Art	NXC	Edexcel	1FA0	Coursework (not NEA). No prac exam (ICE) 2021	Internal	20/04/2021 (coursework)	15/05/2021	15+	Coursework completed 17 th March
Computer Science	VCR	AQA	8520	N/A this year	Internal	N/A	15/05/2021	15	Programming project will be
Drama	HS	Edexcel	1DR0	NEA	Internal	12/02/2021	15/05/2021	15	
Music	UMM	Cambridge IGCSE	0978	NEA Composition	Internal	16/03/2021	30/04/2021	N/A	No right of appeal with Cambridge Assessment
Physical Education	LJB	AQA	8582	NEA	Internal (practical)	20/04/2021	15/05/2021	7	Short timeline for appeal in practical exam
Physical Education	LJB	AQA	8582	NEA	Internal (coursework)	20/04/2021	15/05/2021	7	Short timeline for appeal in coursework
French	AZS	Cambridge IGCSE	7156	Oral exam (ICE)	Internal	N/A**	30/04/2021	N/A	No right of appeal with Cambridge Assessment
German	RIK	Cambridge IGCSE	7159	Oral exam (ICE)	Internal	N/A**	30/04/2021	N/A	No right of appeal with Cambridge Assessment
Italian	NIG	Cambridge IGCSE	7164	Oral exam (Cambridge)	Internal	N/A**	30/04/2021	N/A	No right of appeal with Cambridge Assessment
Spanish	NLE	Cambridge IGCSE	7160	Oral exam (ICE)	Internal	N/A**	30/04/2021	N/A	No right of appeal with Cambridge Assessment
History	PAG	Cambridge IGCSE	0977	NEA	Internal	09/02/2021	30/04/2021	7	No right of appeal with Cambridge Assessment

*Grades to Students (only applicable for internally marked work)

**Cambridge assessment grades into iSAMS by 30/4/2021