



## Internal Appeals Procedure

### for GCSE, A Level and Project Qualifications

#### 1. Appeals relating to internal assessment decisions (centre assessed marks)

Internally Assessed Components for External Qualifications are conducted in accordance with the Awarding Body regulations for the subject specification of the qualification concerned. They are marked in accordance with the relevant mark scheme.

If, however, a student feels that their work has not been awarded the appropriate mark, they may use the review procedure outlined below. Reviews may be made against the process which led to the award of the mark, or to the mark awarded, or both as detailed below.

#### **Review Process**

- Candidates will receive their marks in internally assessed components after all marking and any internal moderation procedures have been completed and no further revisions to the work submitted may be made.
- Within three working days of receiving their marks, candidates may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment (e.g. a copy of their work, relevant regulations and the mark scheme). In the case of such a request, these materials will promptly be made available to the candidate. Where it is impractical to copy work, students will be allowed supervised access to the original, if required.
- Within ten working days of receiving the mark or five working days of receiving any materials requested, whichever is the later, the candidate may request a review of the mark awarded. This must be made to the Examinations Manager at College in writing (see APPENDIX 1). This letter must outline the specific grounds for the review (i.e. the particular way(s) in which the candidate believes the relevant regulations and/or the mark scheme have not been applied correctly) and be accompanied by a cheque for £50 payable to Elizabeth College (this fee will be refunded if the review leads to a change in the mark awarded).

In considering whether or not to request a review, the candidate should remember that the mark awarded may be confirmed, adjusted down or adjusted up as a result of the review.

Additionally, they should be aware that the focus of the review will be to ensure that the candidate's work has been treated consistently and fairly in comparison with the work submitted by other students at Elizabeth College. All internally assessed work is subject to external moderation by an examiner appointed by the Exam Board, sometimes based on seeing the entire cohort's work and sometimes based on a sample. This external moderator will determine whether the work submitted by Elizabeth College students has been marked in line with national standards. Therefore, as long as the work of the candidate that has requested the review is in the correct place in the rank order of work submitted, they will be sure of receiving a fair mark after the external moderation process is complete, whether or not their work forms part of that sample.

- In the event of a request for a review being submitted correctly and accepted, it will usually be led by the Vice-Principal (Academic), assuming no conflict of interest. The VPA may co-opt persons with suitable expertise to assist in the process should he feel it necessary. This may

include members of the department to which the work has been submitted, so long as they have not been involved in the marking / process that is under review.

- The VPA will produce a written outcome of the review, explaining the reasons why it has been upheld / rejected and confirming the final internal mark awarded (which would still be subject to change during the external moderation process). This outcome will be sent by e-mail to the candidate, the Head of Centre, the relevant Head of the Department and the Exams Manager. It would normally be sent within ten working days of the review being submitted. If exceptional circumstances prevent this deadline being met, all affected parties will be notified of the reason for the delay.
- This decision is final. There is no right of appeal against the outcome of this review.

## **2. Post-result appeals**

A letter and form will be included in the students' results envelope and also made available on FireFly under the 'Examinations' tab. Please take note of the cost for the different services and the deadline for submission.

Services include:

- **Service 1: Priority Review of Marking**

NB This service is only available to candidates who have missed out on their university place as a result of their grade(s) falling below their offer.

A fast-track service offered in the first week after results are issued. Marks can go down as well as up.

- **Service 2: Review of Marking**

Available to anyone who believes that their mark does not reflect their performance in the exam. Marks can go down as well as up.

- **Service 3: Clerical Recheck**

Only advised where it is clear from a review of a copy of a script (see below) that an incorrect mark has been awarded as a result of an administrative error. Marks can go down as well as up.

- **Service 4: Priority Copy of Script**

Available to anyone who wishes to review their own script before deciding whether or not to request a review of marking.

For services 1-3, if a subject grade is changed as a result of the review of marking, then the fee for that service will be refunded.

## **3. Appeals relating to Access Arrangements and Special Consideration**

Access arrangements and reasonable adjustments

In accordance with the regulations, Elizabeth College:

- recognises its duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments.
- complies with its responsibilities in identifying, determining and implementing appropriate access arrangements and reasonable adjustments

Failure to comply with the regulations have the potential to constitute malpractice which may impact on a candidate's result(s).

Examples of failure to comply include but are not limited to:

- putting in place access arrangements/adjustments that are not approved
- failing to consider putting in place access arrangements (which may be a failure to comply with the duty to make reasonable adjustments)
- permitting access arrangements/adjustments within the centre which are not supported by appropriate evidence
- charging a fee for providing reasonable adjustments to disabled candidates AARA (Importance of these regulations)

### **Special consideration**

Where Elizabeth College can provide signed evidence to support an application, it will apply for special consideration at the time of the assessment for a candidate who has temporarily experienced illness, injury or some other event outside of their control when the issue or event has had, or is reasonably likely to have had, a material effect on the candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

**APPENDIX 1**

**Candidate 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 re-check, a review of marking, a review of moderation or an appeal
- Appeal against the centre’s decision relating to access arrangements or special consideration
- Appeal against the centre’s decision relating to an administrative issue

\*Where the nature of the appeal does not relate directly to an awarding body’s specific qualification, indicate N/A in awarding body specific detail boxes

Name of appellant		Candidate name (if different to appellant)	
Awarding body		Exam paper code	
Qualification type 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 officer on behalf of the Head of Centre to the timescale indicated in the relevant appeals procedure.

