OLDHAM HULME GRAMMAR SCHOOL

INTERNAL APPEALS POLICY

*This policy is applicable from EYFS through to year 13*

**Internal appeals against assessment decisions**

Oldham Hulme Grammar School is committed to ensuring that whenever its staff mark candidates’ work this is done fairly, consistently and in accordance with our Non-Examination Assessment Policy.

Candidates’ work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. We are 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.

We will ensure that candidates are informed of their centre assessed marks before they are submitted to the awarding body.

Grounds for requesting a review of marks

On being informed of their centre assessed marks, if a candidate believes that either:

* the assessor has not followed due procedures
* the assessor has not properly applied the mark scheme
* there has been an administration error then he/she may make use of the following procedure to request a review of the centre’s marking. The candidate must detail clearly and concisely the grounds for the request on the request form.

**Procedure to request a review of centre assessed marks**

* A request for a review of centre marks must be made on the form below.
* A candidate may also request us to provide them with copies of materials to assist them in considering whether to request a review. We will provide such copies as long the information requested is not confidential, does not breach copyright and is not readily available in the public domain.
* Requests must be made within 48 hours of disclosure of the candidate’s individual mark.
* If the grounds for requesting a review are accepted, we will 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.
* We 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.
* We will instruct the reviewer to ensure that the candidate’s mark is consistent with the standard set by the centre.
* The candidate will be informed in writing of the outcome of the review of the centre’s marking.
* The outcome of the review will be made known to the head of centre and will be logged. A written record will be kept and made available to the awarding body upon request.
* If the grounds for requesting a review are not accepted, we will inform the candidate in writing.

The moderation process carried out by the awarding bodies 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 therefore must be considered provisional.

**Appeals procedure against centre decisions not to support a review of results**

Following the issue of results, the general qualification awarding bodies offer [post-results services](http://www.jcq.org.uk/exams-office/post-results-services). Full details of these services, internal deadlines for requesting a service and fees charged will be provided by the examination manager .

The service, *review of results* (RORs), may be requested by centre staff or candidates (or their parents/carers) if there are reasonable grounds for believing there has been an error in marking.

If a query is raised about a particular examination result, the examinations manager , teaching staff and head of centre will investigate the feasibility of requesting an enquiry at the centre’s expense.

When Oldham Hulme Grammar School does not uphold a request from a candidate, the candidate may pay the appropriate fee, and a request will be made to the awarding body on the candidate’s behalf.

If the candidate (or their parent/carer) believes there are grounds to appeal against the centre’s decision not to support an enquiry, an appeal can be submitted to the centre using the internal appeals form at least one week prior to the internal deadline for submitting a ROR.

**Appeals procedure following the outcome of a review of results**

Where the head of centre remains dissatisfied after receiving the outcome of a RORs, an appeal will be made to the awarding body, following the guidance in the JCQ publications Post*-results services*<http://www.jcq.org.uk/exams-office/post-results-services> and *A guide to the awarding bodies’ appeals processes*<http://www.jcq.org.uk/exams-office/appeals>

Where the head of centre is satisfied after receiving the outcome of a ROR, but the internal candidates and/or their parents/carers are not satisfied, they may make a further representation to the head of centre. Following this, the head of centre’s decision as to whether to proceed with an appeal will be based upon the centre’s internal appeals arrangements.  Candidates, 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 **10 calendar days** of the notification of the outcome of the enquiry. Subject to the head of centre’s decision, this will allow the centre to process the appeal and submit to the awarding body within the required 14 calendar days. Awarding body fees which may be charged for the appeal must be paid by the appellant on submission on the internal appeals form. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

**Internal appeals form**

This form should be completed in all cases to lodge an appeal.

Please tick to indicate what the appeal is against:

* internally assessed marks
* the outcome of a review of results
* the centre decision not to support a review of results

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Student** |  | **Date of Birth** |  |
| **Awarding body** |  | **Exam paper code** |  |
| **Subject** |  | **Exam paper title** |  |
| **Please state the grounds for your appeal below:** | | | |
| **Appeal against an internally assessed marks**  **Declaration**  I confirm I understand the purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body’s specification and subject-specific associated documents. I also understand the appeal may only be made against the marking/assessment process not against the mark submitted by the centre for moderation by the awarding body.  **Signature:                                                                                            Date of signature:** | | | |
| **Appeal against the centre decision not to support a review of results**  **Declaration**  I confirm I feel there are grounds to appeal against the centre’s decision.  **Signature:                                                                                            Date of signature:** | | | |
| **Appeal against the outcome of a review of results**  **Declaration**  I confirm I understand that the grounds for my appeal must relate to the awarding body’s procedures or the application of the post-result service procedures. I also understand that appeals do not generally involve further reviews of marking candidates’ work. I also confirm that I will pay in advance any fees which may be charged by the awarding body for the appeal. I understand this fee will be refunded if the appeal is upheld.  **Signature:                                                                                             Date of signature:** | | | |

**This declaration against the relevant appeal must be signed, dated and returned to the Examinations Office, on behalf of the head of centre, to the timescale indicated in the internal appeals procedure.**

The internal appeals procedures for Oldham Hulme Grammar School have been produced to demonstrate compliance with the following:

**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/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**](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**](https://www.gov.uk/government/publications/gce-qualification-level-conditions-for-pre-reform-qualifications)

**Internal Appeals against Assessment Decisions policy reviewed: December 2019**

Signed: Principal Date:

Signed: Chair of Governors Date:

**Next Review Due: December 2020**