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# **Internal Appeals Procedures**

**Review of Marking - Centre Assessed Marks Policy GCSE,  
BTEC, Entry Level, ASDAN, GCE & OCR Nationals**

**Revised and applicable from 5<sup>th</sup> March 2024**

**Signed:**

A handwritten signature in black ink, which appears to read "Irene Papadopolou". The signature is written in a cursive style with a long horizontal stroke at the end.

**Chair of Governors**

The aim of the Internal Appeals Procedure is to ensure that students' internally assessed GCSE work is marked fairly, consistently and in accordance with the regulations and awarding body's specification and subject-specific associated documents.

Plasht School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the regulations and awarding body's specification and subject-specific associated documents.

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

If a candidate believes that this may not have happened in relation to her work, she may make use of this internal appeals procedure. Appeals should be made as early as possible in order to ensure that the internal appeals process is completed prior to the submission of centre marks to the awarding body.

## **Appeals Procedure against internally assessed marks**

The internal appeals procedures for this centre have been produced to demonstrate compliance with the publications below.

### **JCQ General Regulations for approved centres**

<http://www.jcq.org.uk/exams-office/general-regulations>

### **Controlled Assessments, Coursework and Portfolios of Evidence**

5.8 The centre agrees to have in place, and be available for inspection purposes, a **written** internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are made widely available and accessible to all candidates; (A centre may place its internal appeals procedure on the school/college website or alternatively, the document may be made available to candidates upon request).

## **Reviews of Marking - Centre Assessed Marks Policy (GCSE controlled assessments and GCSE non-examination assessments)**

Plashet School will:

- ensure that candidates are informed of their centre assessed marks by their subject teacher so that they may request a review of the centre's marking before marks are submitted to the awarding body.
- ensure that subject teachers inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
- having received a request for copies of materials, promptly make them available to the candidate. (Requests for reviews of marking **must** be made in writing)
- provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- 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.
- ensure that the review of marking is carried out by a reviewer who has appropriate competence, has had no previous involvement in the assessment of that candidate's work and has no personal interest in the review.
- 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 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 Plashet School and is not covered by this procedure.

### **Secure storage of learner assessment (NEA) evidence by staff**

Learner assessment evidence is the personal data of the learner. Storage arrangements for both hard and soft copy evidence must have regard to Plashet School's Data Protection Policy and Procedures. Learners have a right of access to their personal data. Right of access to assessment evidence is in addition to an appeal of an assessment result or assessment process.

Learners do not have a right to correct errors in their assessment answers. However, they do have the right to have processing errors corrected.

- Learner assessment evidence: hard copy and practical/artefact

In order to ensure best practice exists, each subject is expected to provide a secure filing cabinet or secure room with access only to authorised staff, to facilitate the safe storage of all hard copy learner assessment evidence over the course of the programme and until after all assessment quality procedures have been carried out and the result authorised by the awarding body. Teachers and Support staff must comply with Plashet's Data Protection Policy and Procedures while they are in possession of assessment evidence.

- Learner assessment evidence: Soft copy

In order to ensure best practice exists, each subject **is expected to provide storage for learner assessment evidence on a computer network or online platform (with backup capacity)**

which is accessible to the Programme Co-ordinator and Teachers & Support staff. The learner assessment evidence is then made available for the Internal Verifiers and the External Authenticators. Appropriate security should be in place for networks and online platforms and login details made available for the IV and EA with live/active accounts that can be accessed even after the programme has ended. Instructions on how to access said accounts may also need to be provided for IV and EA. Assessment evidence stored on mobile devices must comply with Plashet School's Data Protection Policy on Use of Mobile Devices.

- Marking and grading

In order to ensure best practice exists, where possible, space should be made available for Teachers to mark and grade assessment evidence in a secure location within the Centre. Additionally, each subject should ensure that a procedure exists for Teachers to sign out assessment evidence for marking and grading if they are taking it offsite. The Teacher is responsible for assessment evidence until the evidence is signed back in.

- Internal Verification/External Authentication

**In preparation for the Internal Verification process,** the Programme Coordinator must ensure that learner assessment evidence is tracked using the provider's tracking process (evidence of the signing in and out of assessment evidence).

**During the Internal Verification process,** all Teachers must adhere to the tracking system so that learner assessment evidence is stored securely at all times.

**On completion of the Internal Verification,** learner assessment evidence is moved into the allocated storage facilities/rooms with only authorised access (using the provider's tracking processes) for relevant programmes in order for external authentication to take place.

**During the External Authentication process,** only authorised staff should have access to the allocated storage facilities/rooms.

**On completion of External Authentication,** learner assessment material should be moved to the appropriate secure storage space using the provider's tracking process, to facilitate ease of access in the event of learner appeals.

On completion of the appeals process and when results can no longer be challenged it is advised that all assessment evidence be safely destroyed unless otherwise agreed between the learner, the provider, and the internal assessor.

**Appendix 1: Internal Appeals Procedures** (Updated annually by the E&DO)  
**Timeline for Centre Mark Review of Marking 2023/24**

	Eduqas (Textiles, Music and Drama) – completed by	AQA (Food & Graphics) - completed by	AQA (Graphics) - completed by	Edexcel (Art) - completed by
Controlled Assessment marking and internal moderation completed within the department. For each piece of work there must be one member of the department who is not involved in the process.				
Candidates receive a Controlled Assessment mark from the subject teacher. They are informed that they may request a review of the marking and should request copies of materials to assist them in considering whether to request the review. If they decide to request materials, they are given a "Request for Materials" form. The teacher must inform the Subject leader that marks have been given and students have been informed of their rights.				
Candidates have 3/4 days from receiving their marks to submit the "Request for Materials" form to the Subject leader.				
Subject leader has 1 day to provide the requested materials to the candidate. Subject leader must notify the Exams Officer of the request.				
After receipt of materials, the candidate has 2/4 days to review the marking. If they wish to go ahead with the review of marking, they must submit a "Review of Centre Assessment Mark" form to the Subject Leader or notify the subject leader if they are now happy with their mark.				
Subject leader has 2/4 days to arrange a remark and submit feedback to the student using the "Outcome feedback from". Subject leader must allocate an assessor who has the appropriate competence and has had no previous involvement in the assessment of that candidate's work.				
Final mark given to Exams Officer to be submitted to the Awarding organisation or submitted directly by the Subject leader.				
Exam board deadline				

## Timeline for Centre Mark Review of Marking

<b>For exact dates please see Appendix B, updated annually</b>
<b>Controlled Assessment marked and internally moderated within the department.</b> Where possible, for each assessment component there must be one member of the department who is not involved in the process. If this is not possible then arrangements need to be made to bring in a suitable professional to undertake the review.
<b>Candidates receive a Controlled Assessment mark from the subject teacher.</b> They are informed that they may request a review of the marking and therefore may need to request copies of materials to assist them in considering whether to request the review. If they decide to request materials, they are given a 'Request for Materials' form. The teacher must inform the Subject Leader that marks have been given and students have been informed of their rights. The date this occurred must be recorded on the Internal Assessment Subject Checklist.
<b>Candidates have 4 days from receiving their marks to submit the 'Request for Materials' form to the Subject Leader.</b> If a request is received the Subject Leader must notify the Exams Officer of the request.
<b>Subject Leader has 4 days to provide the requested materials to the candidate.</b>
<b>After receipt of materials, the candidate has 4 days to review the marking.</b> If they wish to go ahead with the review of marking, they must submit a 'Review of Centre Assessment Mark' form to the Subject Leader <b>stating where they feel the marking criteria had not been correctly applied</b> or notify the Subject Leader if they are now happy with their mark.
<b>Subject Leader has 4 days to arrange a review of marking</b> and submit feedback to students using the 'Outcome Feedback Form'. The Subject Leader must allocate an assessor who has the appropriate competence and has had no previous involvement in the assessment of that candidate's work.
Final mark given to Exams Officer to be submitted/for information to Awarding body even if submitted directly by Subject Leader.
Exam Board Deadline.

NB: Art/Drama/PE dates should be adjusted to comply with the moderator visit date.

## Appendix 2: Candidate Request for Materials

(Candidate request for materials to assist in deciding whether a Review of marking should take place)

<b>Candidate Name</b>		<b>Candidate Number</b>	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your review below and tick the copy of materials you would like:

- Annotated copy of the work
- Record Sheet of the marks awarded

### Review of Centre assessment marks

#### Candidate Declaration

I understand that I must submit my request for materials (this document) **within 4 days of being informed of my mark.**

The assessor will then have **2 days** in which to collate the information I have requested above and, once received, I will make the decision on whether I wish to go ahead with the review and will complete a '**Review Centre Assessment Mark Form**'.

Candidate Signature:

Date:

Teacher signature (Form received):

Date:

<b>FOR EXAMS OFFICE USE ONLY</b>			
<b>Date form received from candidate</b>	<b>Date form forwarded to Subject Leader</b>	<b>Information received back from Subject Leader</b>	<b>Information given to candidate</b>

## Appendix 3: Review of Centre Assessment Mark

**By completing this form, you are requesting for a review to take place of the centre marks you have received for your controlled assessment.**

<b>Candidate Name</b>		<b>Candidate Number</b>	
Awarding body		Exam paper code	
Subject		Exam paper title	

**Please state the grounds for your review:**

### **Candidate Declaration**

By signing here, I am confirming that I understand the purpose of the review will be to decide whether the centre assessment mark I received conforms to the published requirements of the awarding body's specification and subject-specific associated documents.

I understand that the review will be undertaken by a reviewer, who has had no previous involvement in the assessment of the candidate's work and has no personal interest in the review.

I understand that the reviewer will ensure that the mark is consistent with the standard set by the centre. I understand the mark might remain the same, or might be lower or higher than the original mark. **I understand that the mark that I receive after the review will be the final mark - I cannot choose to go back to the original mark.**

Signature:

Date of signature:

Please hand this form to the Curriculum/Subject Leader. The Curriculum/Subject Leader will confirm in writing, within 4 days of receiving this request, to the candidate the outcome of the review.

<b>FOR EXAMS OFFICE USE ONLY</b>			
<b>Date form received from candidate</b>	<b>Date form forward to Subject Leader</b>	<b>Date outcome received from Subject Leader</b>	<b>Date outcome provided to candidate</b>



## Appendix 4: Review of Centre Assessment Mark Outcome Feedback Form

<b>Candidate Name</b>		<b>Candidate Number</b>					
Awarding body		Exam paper code					
Subject		Exam paper title					
<table style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"><b>Original Mark</b></td> <td style="width: 50%; text-align: center;"><b>New Mark</b></td> </tr> <tr> <td style="text-align: center;"><input style="width: 100px; height: 40px;" type="text"/></td> <td style="text-align: center;"><input style="width: 100px; height: 40px;" type="text"/></td> </tr> </table>				<b>Original Mark</b>	<b>New Mark</b>	<input style="width: 100px; height: 40px;" type="text"/>	<input style="width: 100px; height: 40px;" type="text"/>
<b>Original Mark</b>	<b>New Mark</b>						
<input style="width: 100px; height: 40px;" type="text"/>	<input style="width: 100px; height: 40px;" type="text"/>						
<b>Reviewer feedback:</b>							
<b>Signed Reviewer:</b>		<b>Date:</b>					
<b>Signed Curriculum/Subject Leader</b>		<b>Date:</b>					

FOR EXAMS OFFICE USE ONLY	
Feedback form received from Curriculum/Subject Leader	Feedback form given to candidate

## Appendix 5: Internal Assessment Subject Process Checklist

Action	Date	Staff involved	Comment
Reading through Plashet Exam Policy & all appendices.			
Downloading, dissemination & discussion of <b>exam board</b> guidelines for internally assessed GCSE/BTEC /Cambridge Nationals work.			
Downloading, dissemination & discussion of exam board exemplars for internally assessed GCSE/BTEC /Cambridge Nationals work.			
Assessment criteria shared with students.			
Internally assessed work deadline. Please record each component deadline if applicable.			
Standardisation/Moderation Meeting 1 Please retain all internal moderation/standardisation materials.			
Standardisation/Moderation Meeting 2. Please retain all internal moderation/standardisation materials.			
Final Standardisation/Moderation meeting. Please retain all internal moderation/standardisation materials.			
All AO mark sheets completed, signed & dated including comments/annotation made by the teacher during the marking process.			
Marks Shared with Students.			
If a request is received, the Subject Leader notifies Examination Officer.			
Materials shared with the Candidate within 4 days.			
Appropriate Assessor appointed.			
Assessor outcome received by Subject Leader & Examinations Officer.			
Candidate informed of review of marking outcome.			
Marks submitted to Exam Board/Exam Board Deadline.			

This appendix also appears in the Management of non exam assessment policy.