

Brine Leas School



Internal Appeals Policy (assessment and exams)

1. Internal appeals procedure covering internal assessment decisions
2. Internal appeal procedure covering post-results services and examination appeals
3. Internal appeal procedure covering centre decisions relating to i) access arrangements and ii) special consideration

1. Internal appeals procedure covering internal assessment decisions (non-examined assessment)

Brine Leas School is committed to ensuring that internal assessments are marked and administered fairly, consistently and in accordance with the awarding body specification and subject-specific associated documents.

This is ensured by:

- Subject staff having the necessary and appropriate knowledge, understanding, skills and training in this activity.
- Subject staff authenticating candidates' work according to the requirements of the relevant awarding body.
- A process of internal moderation and standardisation led by the Curriculum Leader.

Each Awarding Organisation (AO) specifies detailed criteria for the internal assessment of the work and staff responsible for internal standardisation attend or receive AO training.

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally-assessed work. This is outside the control of Brine Leas School and is not covered by this procedure.

The Centre will follow the requirements of JCQ and the examination boards, regarding requests for a review of internal marking. Before publication of results for internally assessed units (typically March / April, but varies across subjects), we will ensure students are aware of their marks and can informally raise any queries. Thereafter, we will inform students in writing, as well as their parents or carers, of marks for internally assessed units which are certificating that academic year. We will do so with ample time for students to request a review and have the review conducted, in readiness for AO deadlines.

The grounds for review relate only to the procedures used in arriving at internal assessment decisions and do not apply to the judgment themselves.

The school will maintain a written record of all reviews, which will include the outcome. Candidates and parents / carers will be informed.

All requests for reviews of internal marking must be received by us by the internal deadline, which will be published to students and parents in the spring term in the year of certification.

Reviews will be undertaken in line with JCQ / AO requirements.

2. Internal appeal procedure covering post-results services and examination appeals

Prior to the end of the summer term, candidates will be informed in writing about post-results services available, including deadlines. Late requests will not be accepted. Candidates must raise all post-results queries with the Exams Officer, not with AOs. The Centre will raise the query on the student's behalf.

Staff at the Centre are able to offer factual evidence (e.g. proximity to grade boundary) though we are unable to offer advice on whether to pursue any post-results enquiries with examination boards. We are unable to review scripts and offer a recommendation on the likelihood of a review of marking outcome.

Written permission from students (not parents) will be required for any review of marking. We will require student acknowledgement that the score (and therefore grade) can go down as well as up, or stay the same. We will provide a JCQ Candidate Consent form for you to sign and we will not submit a request until this form is returned to us, signed. You will be eligible for any fees incurred.

All requests for reviews of marking must be received by us by the internal deadline, which will be published to students and parents in advance of results days. If there is a change of grade, a new Statement of Results and, where necessary, a new Certificate will be issued.

3. Internal appeal procedure covering centre decisions relating to i) access arrangements and ii) special consideration

The Centre wants the best outcomes for our pupils and strictly adheres to JCQ regulations.

i) Access Arrangement (AA) Regulations are followed in all decisions relating to approval and implementation of AA. The SENCo will support a request where evidence the candidate meets the published criteria for one of the arrangements requested and does have a substantial and long-term impairment for the required arrangement. Where the evidence does not support AA approval, the Centre will explain this to the student, along with parent / carer if appropriate. We will endeavour to support students in whatever way is permitted under JCQ and AO regulations.

ii) Students are informed in advance of exam seasons (via assemblies) about special consideration. All requests must go to SLT Examinations. We will manage expectations by

sharing information from JCQ's *Guide to the Special Consideration Process*. Where a request fulfils criteria in the Guide, we will log it with the AO. If a request does not fulfil criteria in the Guide, we will explain this to the candidate.

For both AA and Special Consideration, the Centre will only support a request if there is evidence to do so. In the unlikely event that candidates disagree with the Centre's decision, they should refer to the Complaints Procedure.

If requests are denied by JCQ, the Head of Centre may pursue an appeal via JCQ's Guide to the Awarding Bodies' Appeals Processes.

Approved by:	LGB	Date:
Last reviewed on:		
Next review due by:	Autumn term 2025	