



# Q3 Academy

## Internal Appeals Procedures

2017/18

These procedures are reviewed annually to ensure compliance with current regulations

<b>Approved/reviewed by</b>	
Mr M. Arnall (Head of Centre)	
<b>Date of next review</b>	Oct 2018

## Key staff involved in internal appeals procedures

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Mr M Arnull</b>
SLT members	<b>Dr C Badyal/Mr A Slack/Mr C Bailey/Mrs C Wilde/Mrs E Blake/Mr G Hargreaves/Mr L Price/Miss S Callaghan/Mrs V Noakes</b>
Exams officer	<b>Mrs C Busby</b>

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

This procedure confirms Q3 Academy'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.

### Deadlines for the submission of marks (still being updated)

Subject	GCSE or GCE	Student completion of work	Internal moderation	Deadline to input marks (internally to SIMS)	Share marks with students and inform of right to appeal	Student Appeal	Review of marking (Alternative Assessor)	Agree final marks
History	GCE	16/02/2018	09/03/2018	23/03/2018	26/03/2018	02/04/2018	17/04/2018	01/05/2018
English Lang and Lit	GCE	02/03/2018	16/03/2018	30/03/2018	03/04/2018	24/04/2018	10/05/2018	14/05/2018
Media	GCE	02/03/2018	16/03/2018	29/03/2018	03/04/2018	16/04/2018	10/05/2018	11/05/2018
HSC	GCE	28/03/2018	1 teacher only	18/04/2018	18/04/2018	25/04/2018	10/05/2015	14/05/2018
Business	GCSE	16/03/2018	29/03/2018	19/04/2018	20/04/2018	23/04/2018	30/04/2018	02/05/2018
Drama	GCSE	23/03/2018	16/04/2018	20/04/2018	20/04/2018	27/04/2018		01/05/2018
Drama and Theatre	GCE	28/03/2018	16/04/2018	20/04/2018	20/04/2018	27/04/2018		01/05/2018
Music	GCSE	28/03/2018	14/03/2018	20/04/2018	20/04/2018	27/04/2018		01/05/2018
Design & Technology	GCSE	16/04/2018	18/04/2018	20/04/2018	20/04/2018	23/04/2018	30/04/2018	02/05/2018
Science Practical	GCE	12/04/2018	13/04/2018	20/04/2018	20/04/2018	01/05/2018	02/05/2018	03/05/2018
Art	GCSE	09/05/2018	17/05/2018	21/04/2018	21/04/2018	25/04/2018		28/05/2018
Photography	GCSE	03/05/2018	17/05/2018	21/04/2018	21/04/2018	25/04/2018		28/05/2018
Textiles	GCSE	11/05/2018	17/05/2018	21/04/2018	21/04/2018	25/04/2018		28/05/2018
Art	GCE	03/05/2018	17/05/2018	21/04/2018	21/04/2018	25/04/2018		28/05/2018
Photography	GCE	01/05/2018	17/05/2018	21/04/2018	21/04/2018	25/04/2018		28/05/2018
Textiles	GCE	03/05/2018	17/05/2018	21/04/2018	21/04/2018	25/04/2018		28/05/2018
English Sp & Lis	GCSE	28/03/2018						

Q3 Academy is committed to ensuring that whenever its staff marks candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Q3 Academy 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. Q3 Academy 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 their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of this appeals procedure to consider whether to request a review of the centre's marking.

1. Q3 Academy 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. Q3 Academy 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.
3. Q3 Academy will, having received a request for copies of materials, promptly make them available to the candidate.
4. Q3 Academy 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.
5. Q3 Academy will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
6. The candidate will be informed in writing of the outcome of the review of the centre's marking.
7. 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 Q3 Academy and is not covered by this procedure.

The procedure (in grey font) is quoted directly from the JCQ publication [Reviews of marking \(centre assessed marks\) suggested template for centres](#)

## **2. 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 Q3 Academy'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..."*

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 by way of an exam assembly and academy website.

If the centre or a candidate (or his/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) offers 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 (informed consent via candidate email is acceptable) is required in all cases 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, teaching staff and head of centre will investigate the feasibility of requesting an enquiry supported by the centre.

Where the centre does not uphold a request from a candidate, the candidate may pay the appropriate EAR fee to the centre, and a request will be made to the awarding body on the candidate's behalf.

If the candidate (or his/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 7 calendar 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.

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.

Where the head of centre is satisfied after receiving the EAR outcome, but the candidate (or his/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 7 calendar 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 before the preliminary appeal is submitted to the awarding body (fees are available from the exams officer). 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 Assessment Marks**  
**Appeal Form**

This section is to be completed by the student:

Candidate Name	
Candidate Number	
Exam Season	
Subject	
Level (GCSE or GCE)	
Original Mark	

I have already reviewed my work with the Learning Consultant and now I wish to appeal my mark	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

I wish to appeal my mark on the following grounds:

Date		Signature	
------	--	-----------	--

\*Payment is only acceptable by cheque, made out to 'Q3 Academy'

This section is to be completed by Q3 Academy:

Date Received	
Date of Review of Work	
Signature to Confirm Work Reviewed Under Secure Conditions	

Reviewer Comments:

Post Appeal Mark	
Date Closed	
Date of Student notification	

## Internal appeals form

FOR CENTRE USE ONLY	
Date received	

Appeal against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal

<b>Name of appellant</b>		<b>Candidate name</b> if different to appellant	
<b>Awarding body</b>		<b>Exam paper code</b>	
<b>Subject</b>		<b>Exam paper title</b>	

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**



## Further guidance to inform and implement appeals procedures

Please note: Hyperlinks correct as of October 2017

### 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>