WEST HATCH HIGH SCHOOL

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Internal Appeals Procedure (Internal Assessment Decisions)

Policy Reviewed by	N Steadman
Policy Date	September 2026
Policy to be reviewed on	September 2027

Signed

Internal Appeals Procedure (Internal Assessment Decisions)

Centre name	West Hatch High School
Centre number	16807
Date procedure first created	06/02/2026
Current procedure approved by	Natalie Steadman
Current procedure reviewed by	Natalie Steadman
Date of review	02/09/2026
Date of next review	02/09/2027

Key staff involved in the procedure

Role	**Name**
Head of Centre	Victoria Schaefer
Senior leader(s)	Natalie Steadman
Exams officers'	Debora Platman and Gill Newton
Other staff (if applicable)	

This procedure is reviewed and updated annually to ensure that appeals against internal assessment decisions (centre-assessed marks) at West Hatch High School are managed in accordance with current requirements and regulations in the following JCQ documents: General Regulations for Approved

Centres (5.3, 5.7), Instructions for conducting non-examination assessments (4.6, 6.1, 9) and Instructions for conducting coursework (6, 7, 13.5). This procedure is also informed by the JCQ documents Review of marking (centre assessed marks) suggested template for centres, Notice to Centres - Informing candidates of their centre assessed marks and Suspected Malpractice: Policies and Procedures (3.3, 4.5, Form JCQ/M1).

Introduction

Certain qualifications contain components/units of non-examination assessment, controlled assessment and/or coursework which are internally assessed (marked) by centres and internally reviewed/standardised. The marks awarded (the internal assessment decisions) which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation.

The moderation process carried out by the awarding body 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 the centre's marking is in line with national standards. The mark submitted to the awarding body is subject to change and should, therefore, be considered provisional.

The qualifications delivered at West Hatch High School containing internally assessed components or units are:

- GCSE, GCE, BTEC, CNAT and Project Qualifications – Levels1,2 and 3

Purpose of the procedure

The purpose of this procedure is to confirm the arrangements at West Hatch High School for dealing with appeals relating to internal assessment decisions.

This procedure ensures compliance with JCQ regulations updated to reflect changes in the JCQ documents *Review of marking (centre assessed marks) and Suspected Malpractice: Policies and Procedures (3.3)*. which state that centres must:

- Have in place for inspection, that must be reviewed and updated annually, a written internal appeals procedure relating to internal assessment decisions (with reference to the JCQ document A guide to the awarding organisations' appeals processes) and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates
- Before submitting marks to the awarding body, inform candidates of their centre-assessed marks and allow a candidate to request a review of the centre's marking
- Draw to the attention of candidates and their parents/carers their written internal appeals procedure which will cover appeals regarding internal assessment decisions, access to post-results services and appeals, and centre decisions relating to access arrangements and special consideration

Principles relating to centre assessed marks

The Head of Centre/Senior Leader(s) at West Hatch High School will ensure that the following principles are in place in relation to marking the work of candidates:

- A commitment to ensuring that whenever teaching staff mark candidates' work, that this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents: Marks awarded will be notified to the Examinations Office at the time of reporting to the candidate and submitted to the awarding body.
- All centre staff follow a robust policy regarding the management of non-examination assessments including controlled assessments and coursework which details the procedures relating to relevant qualifications delivered in the centre, including the marking and quality assurance/internal standardisation 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 and do not have any potential conflicts of interest (If AI tools have been used to assist in the marking of candidates' work, they will not be the sole marker)
- A commitment to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body (Where more than one subject teacher/tutor is 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 their work, or that the assessor has not properly applied the marking standards to the marking, then the candidate may make use of the appeals procedure below to consider whether to request a review of the centre's mark

- Procedure for appealing internal assessment decisions (centre-assessed marks)

- The Head of Centre/Senior Leader(s) at West Hatch High School 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
- Inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of work submitted
- Inform candidates that they may request copies of materials (as a minimum, a copy of the marked assessment material (work) and the mark scheme or assessment criteria plus additional materials which may vary from subject to subject) 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 (this will either be the originals viewed under supervised conditions or copies) within the period of time as specified (see Deadlines below)
- Inform candidates they will not be allowed access to original assessment material, including artefacts, unless supervised
- Provide candidates with sufficient time to allow them to review copies of materials and reach a decision, informing candidates that if their decision is to request a review they will need to explain what they believe the issue to be
- Provide a clear deadline for candidates to submit a request for a review of the centre's marking and confirm understanding that requests must be made in writing and will not be accepted after this deadline (see Deadlines below)
- Require candidates to make requests for a review of centre marking by completing an Internal Appeals form obtained from the Exam Office
- 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 for the submission of marks (see Deadlines below)
- Ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review
- Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre
- Inform the candidate in writing of the outcome of the review of the centre's marking
- Ensure the outcome of the review of the centre's marking is made known to the head of centre who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body
- Ensure a written record of the review is kept and made available to the awarding body upon request
- Ensure the awarding body is informed if the centre does not accept the outcome of a review

Appeals against decisions to reject a candidate's work on the grounds of malpractice

The JCQ Information for candidates' documents (AI (Artificial Intelligence and assessment), (Coursework, Non-examination assessments, Social media) which are distributed to all candidates prior to assessments taking place, inform candidates of things they must and must not do when they are completing their work.

In addition to the JCQ Information for candidates - AI (Artificial Intelligence and assessments) or similar centre document is issued to candidates prior to assessments taking place (and prior to a candidate signing the declaration of authentication which relates to their work).

The centre ensures that staff delivering/assessing coursework, internal assessments and/or non-examination assessments are aware of centre procedures relating to the authentication of learner work and have robust processes in place for identifying and reporting plagiarism (including AI misuse) and other potential candidate malpractice.

Candidate malpractice offences relating to the content of work (i.e. inappropriate/offensive content, copying/collusion, plagiarism (including AI misuse) and/or false declaration of authentication) which are discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication do not need to be reported to the awarding body but will be dealt with in accordance with the centre's internal procedures.

Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment where the offence does not relate to the content of candidates' work (e.g. possession of unauthorised materials, breach of assessment conditions) or where a candidate has signed the declaration of authentication, must be reported to the relevant awarding body.

If there are doubts about the authenticity of the work of a candidate or irregularities are identified in a candidate's work before the candidate has signed the declaration of authentication/authentication statement (where required) and malpractice is suspected, West Hatch High School will:

Follow the authentication procedures and/or malpractice instructions in the relevant JCQ document (Instructions for conducting non-examination assessments/Instructions for conducting coursework) and any supplementary guidance that may be provided by the awarding body. Where this may lead to the decision to not accept the candidate's work for assessment or to reject a candidate's coursework on the grounds of malpractice, the affected candidate will be informed of the decision.

If a candidate who is the subject of the decision disagrees with the decision:

A written request setting out as clearly and concisely as possible the grounds for the appeal including any further evidence relevant to supporting the appeal, should be submitted and a completed internal appeals form should be completed and submitted within 5 calendar days of the decision being made known to the appellant.

The appellant will be informed of the outcome of the appeal:
- Within 5 working days from the appeal being received and logged by the centre.

Deadlines and timescales

- Upon request copies of materials will be made available to the candidate within 5 working days.
- The deadline to request a review of marking must be made within 5 days of the candidate receiving copies of the requested materials.
- The process of completing the review, making any changes to marks, and informing the candidate of the outcome will be completed within 5 working days, or before the awarding body's deadline for the submission of marks.

Appendix 1: Internal Appeals Form

FOR CENTRE USE ONLY	
Date Received	
Reference Number	

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	
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 if 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 a hard copy is 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 appeals procedure.

Appendix 2: Appeals Log

On receipt, all appeals are assigned a reference number and logged. Outcome and outcome date are also recorded.

The outcome of any review of the centre's marking will be made known to the Head of Centre. A written record of the review will be kept and logged as an appeal, so information can be made easily available to an awarding body upon request. The awarding body will be informed if the centre does not accept the outcome of a review – this will be noted on the log.

Ref No.	Date Received	Appellant Name	Outcome	Outcome Date

Appendix 3: Further guidance to inform and implement appeals

JCQ publications:

- 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 (A guide to the awarding bodies' appeals processes) https://www.jcq.org.uk/exams-office/appeals
- Notice to Centres – Informing candidates of their centre assessed marks https://www.jcq.org.uk/exams-office/non-examination-assessments
- Suspected Malpractice: Policies and Procedures https://www.jcq.org.uk/exams-office/malpractice/
- Access Arrangements and Reasonable Adjustments https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/
- A guide to the special consideration process https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/

Ofqual publications

- GCSE (9 to 1) qualification-level conditions and requirements https://www.gov.uk/government/publications/gcse-9-to-1-qualification-level-conditions
- GCE qualification-level conditions and requirements https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements