

Policy Name:	INTERNAL ASSESSMENT DECISIONS - APPEAL PROCEDURE (EXAMS)
Policy Type:	Statutory
Issue Date:	7th March 2025
To be reviewed:	Annually – 7th March 2026
Approved by:	Board of Trustees
Policy Owner:	Steph Brown

1. Aims

- a. The purpose of this procedure is to confirm the arrangements at the centre for dealing with appeals relating to internal assessment decisions.
- b. 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.
- c. 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 centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

2. Legislation and Guidance

- a. This procedure ensures compliance with JCQ regulations which state that centres must:
 - 1) have in place for inspection, that must be reviewed and updated annually, 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
 - 2) 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
- b. The qualifications delivered at the centre containing internally assessed components/units are:
 - 1) Level 1/2 Cambridge Nationals
 - 2) Level 3 Cambridge Technical
 - 3) Level 3 National Certificate BTEC
 - 4) Level 3 Applied qualifications

c. This procedure is also informed by the JCQ documents:

- 1) General Regulations for Approved Centres (5.3, 5.7)
- 2) Instructions for conducting non-examination assessments (4.6, 6.1, 9)
- 3) Instructions for conducting coursework (6, 7, 13.5).
- 4) Reviews of marking (centre assessed marks)
- 5) Notice to Centres - Informing candidates of their centre assessed marks
- 6) Suspected Malpractice: Policies and Procedures (4.5)

3. Principles relating to centre assessed marks

a. The head of centre/senior leader(s) at the centre will ensure that the following principles are in place in relation to marking the work of candidates:

- 1) 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
- 2) 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
- 3) 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)
- 4) 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)
- 5) On being informed of their centre assessed marks, if candidates believe 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 they may make use of the internal appeals procedure below to consider whether to request a review of the centre's marking

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

- a. The JCQ Information for candidates' documents (Coursework, Non-examination assessments, Social media) which are distributed to all candidates prior to assessments taking place, inform candidates of the things they must and must not do when they are completing their work.
- b. The centre ensures that those members of teaching staff involved in the direct supervision of candidates producing work for assessments are aware of the potential for malpractice.
- c. Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication does not need to be reported to the awarding body but will be dealt with in accordance with the centre's internal procedures. The only

exception to this is where the awarding body's confidential assessment material has potentially been breached. The breach will be reported to the awarding body immediately.

- d. 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, The centre 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.
- e. 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.
- f. If a candidate who is the subject of the decision disagrees with the decision an internal appeals form should be completed and submitted within 5 calendar days of the decision being made known to the appellant.
- g. The appellant will be informed of the outcome of the appeal within 10 working days of the appeal being received and logged by the centre

5. Deadlines and timescales

- a. Upon request, copies of materials will be made available to the candidate within 2 working days
- b. The deadline to request a review of marking must be made within 5 calendar days of the candidate receiving copies of the requested materials
- c. The process for completing the review, making any changes to marks, and informing the candidate of the outcome will be completed within 10 working days, all before the awarding body's deadline for the submission of marks