



Kibworth Mead Academy Internal Appeals Policy 2024-25

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Purpose of the procedure

This procedure confirms Kibworth Mead Academy compliance with JCQ's **General Regulations for Approved Centres** (section 5.3z) that the centre will:

- have in place and available for inspection a written internal appeals procedure which must cover at least appeals regarding internal assessment decisions, post-result services and appeals, and centre decisions relating to access arrangements and special consideration

This procedure covers appeals relating to:

- Internal assessment decisions (centre assessed marks)
- Centre decisions not to support a clerical re-check, a review of marking, a review of moderation or an appeal
- Centre decisions relating to access arrangements and special consideration
- Centre decisions relating to other administrative issues

Appeals relating to internal assessment decisions (centre assessed marks)

This procedure confirms Kibworth Mead Academy compliance with JCQ's General Regulations for Approved Centres 2024-2025 (section 5.3z & 5.8) that the centre will:

- *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 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*

Certain components of GCSE (GCSE non-examination assessments) and other qualifications 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

Date	Qualification	Details	Exam series
15/05/2025	GCSE	Final date for submission of centre assessed marks (OCR Art)	Summer 2025
15/03/2025	GCSE	Final date for submission of centre assessed marks (OCR PE)	Summer 2025
07/05/2025	GCSE	Final date for submission of centre assessed marks (AQA) Food, drama, DT	Summer 2025
15/05/2025	CAM NAT	Final date for submission of centre assessed marks (OCR)	Summer 2025

Deadlines for each subject are as agreed by the Head of department and Exams Officer and communicated in a timely fashion by the Head of department to all students involved.

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

Kibworth Mead Academy ensures that all centre staff follow a robust *Non-examination assessment policy* (for the management of and GCSE and Vocational 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. Kibworth Mead 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, then he/she may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

Grounds for Appeal

The student must have valid grounds for an appeal. Kibworth Mead Academy will not pursue an appeal because the student 'thinks' they have been given the wrong mark. The following are some of the reasons for a review, the list is not exhaustive.

- The student wasn't given the opportunity to complete the full amount of the assessment time; this can include a member of staff not allocating the correct amount of time for both research and write up.
- The work wasn't marked by an appropriately qualified member of staff.
- The awarding body mark scheme was not adhered to
- There is inconsistency in marking because internal moderation and standardisation hasn't taken place

Internal Appeal Process

- Kibworth Mead 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.
- Kibworth Mead Academy will 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 their work in meeting the published assessment criteria.
- Kibworth Mead 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.
- Kibworth Mead Academy will, having received a request for copies of materials, promptly make them available to the candidate within **2 calendar days**.
- Kibworth Mead Academy will inform candidates that they will not be allowed access to original assessment material unless supervised.
- Kibworth Mead Academy will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- Requests must be made in writing within **2 calendar days** of receiving copies of the requested materials by completing the internal appeals form which can be requested from the Exams Officer. We will also accept a written request by letter or email.

- Kibworth Mead Academy will allow up to **5 calendar days** 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.
- Kibworth Mead 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.
- Kibworth Mead Academy will 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. A written record of the review will be kept and made available to the awarding body upon request.

Should the review of the centre's marking bring up any irregularity in procedures to light, the awarding body will be informed immediately.

The moderation process carried out by the awarding bodies 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.

Following the issue of results

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

This procedure confirms Kibworth Mead Academy's compliance with JCQ's General Regulations for Approved Centres 2024-2025 (section 5.13) that the centre will:

- *have available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical re-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 to both students and staff via the school's website (prior to issue of results) and upon collection of their results on the day. Students are also made aware of when senior members of centre staff will be available so that results can be discussed.

If the centre, member of staff or candidate has a concern and believes a result may not be accurate a post results service may be considered.

The JCQ post-results services currently available are -.

Reviews of Results (RoRs):

- Service 1 (Clerical re-check) - an awarding body trained reviewer will count up the marks to check that all marks have been accounted for. **They will not remark the paper.**
This is the only service that can be requested for objective tests (multiple choice tests)
- Service 2 (Review of marking) - an awarding body trained reviewer will review the paper to check that all questions have been marked and that the marks allocated are accurate and consistent. Again, **they will not remark the paper.**
- Priority Service 2 (Review of marking)
This service is only available for externally assessed components of GCE A-level specifications (an individual awarding body may also offer this priority service for other qualifications)
- Service 3 (Review of moderation) - an awarding body trained reviewer will review the marks given by Kibworth Mead Academy staff and confirmed or amended by the moderator to ensure that they are accurate and consistent. This option applies only to NEA's that have been marked initially by Kibworth Mead Academy staff.
This service is not available to individual candidates.

Access to Scripts (ATS):

- Copies of scripts to support reviews of marking
- copies of scripts to support teaching and learning

Where a concern is expressed that a particular result may not be accurate, the centre will look at the marks awarded for each component part of the qualification alongside any mark schemes, relevant result reports, grade boundary information etc. when made available by the awarding body to determine if the centre supports any concerns.

How to make an application

- Consent must only be obtained **AFTER** the publication of results
- All applications must be made in writing, email is acceptable provided it conforms to the wording on the JCQ application form.
- It may be possible for candidates to request a copy of their script prior to making an application for a review of marking (clerical re-check (RoR1) or review of marking (RoR2).
- If the application comes from the Head of department, they must have written consent from the candidate (which includes details as per the JCQ form) and approval from the Head of Centre.
- Candidates must be informed and understand that the final subject grade and/or mark awarded following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded.
- Where relevant, advise an affected candidate to inform any third party (such as a college) that a review of marking has been submitted to an awarding body
- Where the centre does not uphold a request from a candidate, following an internal appeal the candidate may still pay the appropriate review of result fee to the centre, and a request will be made to the awarding body on the candidate's behalf.

For any moderated components that contributed to the final result, the centre will:

- Confirm that a review of moderation cannot be undertaken on the work of an individual candidate or the work of candidates not in the original sample submitted for moderation
- Consult the moderator's report/feedback to identify any issues raised
- Determine if the centre's internally assessed marks have been accepted without change by the awarding body – if this is the case, a review of moderation (RoR service 3) will not be available
- Determine if there are any grounds to submit a request for a review of moderation (RoR service 3) for the work of candidates in the original sample]

If the candidate believes there are grounds to appeal against the centre's decision not to support a review, an internal appeal can be submitted to the centre. This should be made in writing using the internal appeals form to the Exams Officer who will inform the Head of Centre outlining the grounds for appeal at least 5 calendar days prior to the internal deadline for submitting a request for a review of results.

The candidate will be informed of the outcome of his/her appeal before the internal deadline for submitting a review of results.

Appeals

Following the review of result 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 review of result outcome, but the candidate 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 are not permitted to make direct representations to an awarding body.

The **internal/external appeals form** should be completed and submitted to the centre within 5 calendar days of the notification of the outcome of the review of result.

- 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 review of 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 candidate by the centre.

Appeals regarding centre decisions relating to access arrangements and special consideration

This procedure confirms Kibworth Mead Academy compliance with JCQ's **General Regulations for Approved Centres** (section 5.3z) that the centre will:

- have in place and available for inspection a written internal appeals procedure which must cover at least appeals regarding centre decisions relating to access arrangements and special consideration

Kibworth Mead Academy will:

- comply with the principles and regulations governing access arrangements and special consideration as set out in the JCQ publications **Access Arrangements and Reasonable Adjustments** and **A guide to the special consideration process**
- ensure that all staff who manage and implement access arrangements and special consideration are aware of the requirements and are appropriately supported and resourced

Access arrangements and reasonable adjustments

In accordance with the regulations, Kibworth Mead Academy:

- recognises its duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates.
- complies with its responsibilities in identifying, determining and implementing appropriate access arrangements and reasonable adjustments

Failure to comply with the regulations have the potential to constitute malpractice which may impact on a candidate's result(s).

Examples of failure to comply include:

- putting in place access arrangements/adjustments that are not approved
- failing to consider putting in place access arrangements (which may be a failure to comply with the duty to make reasonable adjustments)
- permitting access arrangements/adjustments within the centre which are not supported by appropriate evidence
- charging a fee for providing reasonable adjustments to disabled candidates

Special consideration

Where Kibworth Mead Academy can provide appropriate evidence to support an application, it will apply for special consideration at the time of the assessment for a candidate who has temporarily experienced illness, injury or some other event outside of their control when the issue or event has had, or is reasonably likely to have had, a material effect on the candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Centre decisions relating to access arrangements, reasonable adjustments and special consideration

This may include Kibworth Mead Academy decision not to make/apply for a specific reasonable adjustment or to apply for special consideration, in circumstances where a candidate does not meet

the criteria for, or there is no evidence/insufficient evidence to support the implementation of an access arrangement/reasonable adjustment or the application of special consideration.

Where Kibworth Mead Academy makes a decision in relation to the access arrangement(s), reasonable adjustment(s) or special consideration that apply for a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied with its responsibilities or followed due procedures, a written request setting out the grounds for appeal should be submitted
- An **internal appeals form** should be completed and submitted, within 2 calendar/working days of the decision being made known to the appellant.

To determine the outcome of the appeal, the head of centre will consult the respective JCQ publication to confirm the centre has complied with the principles and regulations governing access arrangements and/or special consideration and followed due procedures.

The appellant will be informed of the outcome of the appeal within 5 calendar/working days of the appeal being received and logged by the centre.

If the appeal is upheld, Kibworth Mead academy will proceed to implement the necessary arrangements/submit the necessary application.

This procedure is informed by the JCQ publications [A guide to the awarding bodies' appeals processes](#) (section 3), [Suspected Malpractice: Policies and Procedures](#) (section 3.3), [General Regulations for Approved Centres](#) (section 5.4), [Access Arrangements and Reasonable Adjustments](#) (Importance of these regulations) [and A guide to the special consideration process](#) (sections 1, 2, 6)

Appeals regarding centre decisions relating to other administrative issues

Circumstances may arise that cause Kibworth Mead Academy to make decisions on administrative issues that may affect a candidate's examinations/assessments.

Where Kibworth Mead Academy may make a decision that affects a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied the regulations or followed due process, a written request setting out the grounds for appeal should be submitted
- An **internal appeals form** should be completed and submitted, within 2 calendar/working days of the decision being made known to the appellant)].

The appellant will be informed of the outcome of the appeal within 5 calendar/working days of the appeal being received and logged by the centre].

FOR CENTRE USE ONLY

Date received

Reference No.

Internal Appeals form

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 (Internal)
- Appeal against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal (External, internal must have taken place first)
- 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 the awarding body specific detail boxes.

Name of Student		Exam No	
Awarding body		Exam paper code	
Subject		Exam paper title	

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

Candidate 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

Appeals log

On receipt, all appeals will be assigned a reference number and logged.

The outcome of any reviews of the centre's marking will be made known to the head of centre and will be logged. 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.

Ref No.	Date received	Appeal	Outcome	Outcome date

Further guidance to inform and implement appeals procedures

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>