



Internal Assessment Appeals Policy

Policy Reference:	I1
Version:	1.4
Member of Staff Responsible for review:	Deputy Headteacher
Governors' Committee/SLT Responsible:	SLT (Curric to note)
Status:	Adopted
Date first adopted/accepted by Governing Body:	20 Mar 18
Review Cycle:	2 years
Date of last review:	Jan 26
Date for next scheduled review:	Jan 28

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“ Kirkbie Kendal School promotes the safeguarding and welfare of children in its care; all policies support the Child Protection Policy.”

Review Sheet

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

<u>Version</u>	<u>Date</u>	<u>Description</u>
1.1	SLT 02.02.20 Curric noted 13.11.20	No changes
1.2	SLT 31.01.22 Curric noted 9.02.22	No changes
1.3	SLT 15.01.24 Curric noted 07.02.24	No changes
1.4	SLT 5.01.26 Curric (to note) 14.01.26	<ul style="list-style-type: none">• Added references to other relevant JCQ publications• Removed Appendix 2• Clarified and added detail to steps within the procedure so that it fits better with information given to candidates when issuing their NEA marks, and timings are more logical• Added a section regarding appeals against decision to reject NEA or coursework prior to candidate signing declaration of authenticity

POLICY ON INTERNAL ASSESSMENTS FOR EXTERNAL QUALIFICATIONS

In accordance with the JCQ regulations contained within the publications Instructions for Conducting Non-Examined Assessments, Instructions for Conducting Non-Examined Assessments VTQs and Instructions for Conducting Coursework, and the guidance in the JCQ Notice to Centres Informing candidates of their centre-assessed marks, Kirkbie Kendal School is committed to ensuring that:

- internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
- assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification;
- the consistency of the internal assessment is secured through an appropriate standardisation process;
- staff responsible for internal standardisation attend any compulsory training sessions;
- candidates are informed of their centre assessed standardised marks in writing before the Awarding Body deadline for submission of marks;
- where possible, marks will be shared with candidates 10 working days before the Exam Board deadline for submission.

Written Appeals Procedure

Each Awarding Body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the school concerning internal assessment:

If an appeal is made against the internally standardised mark awarded by the Centre, the following steps should be followed:

1. Candidate and parent/carer to submit a completed appeal form to the Exams Officer (see Appendix 1). At this early stage, the reason for appeal must be stated but may be later expanded (see point 3 below). The appeal must be signed by a parent/carer if being made by a student.
2. Teacher or HoD to meet with candidate and parent/carer in order to explain the mark awarded. At this meeting copies of the candidate's marked work, along with the mark scheme and assessment criteria, will be shared.
3. If this meeting does not allay the concerns of the candidate and parent/carer, a review of the moderated mark awarded can be requested within 2 working days of the meeting. A review may incur a charge of up to £50 to help cover the costs of administration and any external body. If the appeal is upheld this charge will be reimbursed. The reason for appeal on the previously submitted form must be expanded to further detail the grounds for the review, stating where the candidate believes that insufficient credit has been awarded against the published assessment criteria.
4. The review of the standardised mark will determine whether the mark is in line with the standard set for the other candidates at the Centre (moderation by the awarding body ensures that the centre marking is in line with the assessment criteria and national standards) The review will consider:
 - The candidate's work (this may be a recording in the case of drama or music for example).
 - The mark sheet completed by the teacher which usually shows the breakdown of the marks per Assessment Objective or section of the mark scheme.
 - Information regarding any internal standardisation to ascertain whether consistent standards were applied by the original marker to this candidate's work.
 - Any comments/annotations made by the teacher during the marking process.
 - The internal standardisation materials (this is likely to include other candidates' work).

5. The review must be conducted by an assessor who has appropriate competence and has had no previous involvement in the assessment of the candidate.
6. The reviewer must provide a reason for upholding or changing the mark awarded by the Centre. This can be a brief annotation on the on the record form showing the breakdown of the marks.
7. If the review disagrees that the candidate's work is in line with the Centre's marking standard, the reviewer is required to correct any marking error. These can be:
 - a. An administrative error;
 - b. Not applying the marking criteria consistently;
 - c. An unreasonable exercise of academic judgement.
8. The Centre is not obliged to accept the new mark and in the event of a disagreement it is the Head of Centre who will make the final decision about the mark to be submitted to the Awarding Body.
9. The candidate must be informed in writing of the outcome of the review. This must be made available to the Awarding Body if requested. The Centre must inform the awarding body if it does not accept the outcome of a review.

Enquiries about Results (Review of Results)

In cases of Enquiries about Results, where the school does not uphold a request for such an enquiry, the student may normally pay to have an enquiry carried out. Where the student wishes to challenge the decision not to hold an enquiry or consequent appeal, a similar procedure to that mentioned above will be carried out.

Rejected NEA or Coursework

If the centre decides to reject a piece of NEA or Coursework on the basis that the authenticity of the work cannot be guaranteed (for example, suspected use of AI that is identified before the candidate has signed the declaration of authenticity), this decision can be appealed using a similar procedure to that mentioned above.

Note:

Each Awarding Body specifies detailed criteria for the internal assessment of work. In addition, the Awarding Body must moderate the assessment and the final judgement on marks awarded is that of the Awarding Body. Appeals against matters outside the School's control will not be considered in the School's appeals procedure.

Related Policies:

Internal Assessments for External Examinations
Charging and Remissions

INTERNAL APPEALS PROCEDURE

*Please complete and return to Examinations Officer,
Kirkbie Kendal School, Lound Road, Kendal, LA9 7EQ*

**Candidate's Full
Name:** _____

Subject: _____

Subject Teacher: _____

Reason for Appeal:

If needed, please continue on additional page and attach to this sheet.

Signed: _____ Date: _____

Relationship to Candidate: _____

Kirkbie Kendal School

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Headteacher: Mark Harris BA
Deputy Headteachers: Carla Barker BA
Mike Bousfield BA

Assistant Headteachers: Andy Hebson BSc
Jonathan Shepherd BA

Candidate Name

Qualification

Internal Assessment Mark (Internally Moderated)

This mark may change upon External Moderation by the Exam Board, at this stage a candidate's work cannot be amended in any circumstances.

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