

Internal Appeals Procedure (Internal Assessment decisions)

Policy/Procedure creator: Gemma Ramel

Policy/Procedure created/reviewed: 01/12/2024

Centre Name	Etonbury Academy
Centre Number	15168
Date procedure first created	20/12/23
Current procedure reviewed by	Gemma Ramel
Current procedure approved by	Jo Young
Date of next review	01/12/2026

Key staff involved in the procedure

Role	Name(s)
Head of centre	Jo Young
Senior leader(s)	Ravi Baga, Rhys Kirkman, Michael Craddock
Exams officer	Gemma Ramel
Other staff (if applicable)	Jackie Davison

This procedure confirms Etonbury Academy's compliance with JCQ's **General Regulations for Approved Centres** (5.3z, 5.8) that the centre will:

- have in place for inspection that must be reviewed and updated annually by a member of the senior leadership team and communicated within the centre, an internal appeals procedure which must cover at least appeals regarding internal assessment decisions, access to post-result services and appeals, and centre decisions relating to access arrangements and special consideration
- draw to the attention of candidates and their parents/carers their internal appeals procedure

This procedure covers appeals relating to:

- Internal assessment decisions (centre assessed marks)
- Centre decisions not to support an application for 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

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 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.

The qualifications delivered at Etonbury Academy containing internally assessed components/units are:

WJEC/Eduqas

OCR Cambridge Nationals

AQA

Pearson Edexcel/BTECTech and Nationals

Purpose of the procedure

The purpose of this procedure is to confirm the arrangements at Etonbury Academy for dealing with candidate appeals relating to internal assessment decisions.

This procedure confirms Etonbury Academy's compliance with JCQ regulations which state that centres (sections 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, post-result services and appeals and centre decisions relating to access arrangements and special consideration

draw to the attention of candidates and their parents/carers its written internal appeals procedure 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

Principles relating to centre assessed marks

The head of centre/senior leader(s) at Etonbury Academy 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

All centre staff follow a robust Non-examination Assessment Policy (for the management of non-examination assessments). This policy details all procedures relating to non-examination assessments for 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

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 mark(s), if candidates 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 their marking, then they may make use of the internal appeals procedure below to consider whether to request a review of the centre's marking

Procedure for appealing internal assessment decisions (centre assessed marks)

The head of centre/senior leader(s) at Etonbury 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

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 (generally 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 via an email to the Principal and Vice Principal (Quality of Education)

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** (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.

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 awarding body.

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.

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, Etonbury Academy will: Inform the candidate and their parents/carers of the doubts. This will be done via a telephone call and/or email. The candidate will be given a short and strict deadline to review the work that is doubted before signing the declaration of authentication/authentication statement.

If a candidate who is the subject of the decision disagrees with the decision: An independent review of the candidate's work will be completed by a member of SLT with the support of the Trust.

The appellant will be informed of the outcome of the appeal: This will be done via a telephone call and email by the Vice Principal (Quality of Education). If the initial doubt is upheld, the candidate will be given a short and strict deadline to review the work that is doubted before signing the declaration of

authentication/authentication statement.

Deadlines and timescales

Upon request, copies of materials will be made available to the candidate within 10 calendar days

The deadline to request a review of marking must be made within a sufficient amount of time of the candidate receiving copies of the requested materials

The process for completing the review, making any changes to marks, and informing the candidate of the outcome will be completed within a sufficient amount of time, all before the awarding body's deadline for the submission of mark

Date	Qualification	Details	Exam Series
05 May 2026	GCSE and Vocational & Technical Awards	Final date for submission of centre assessed marks - WJEC Eduqas	Summer 26
06 May 2026	GCSE	Final date for submission of centre assessed marks - AQA (English Spoken Language)	Summer 26
15 May 2026	Vocational and Technical Awards	Final date for submission of centre assessed marks - WJEC Eduqas	Summer 26
15 May 2026	Cambridge National & GCSE	Final date for submission of centre assessed marks - OCR & Cambridge National	Summer 26
15 May 2026	A Level	Final date for submission of centre assessed marks - AQA	Summer 26
15 May 2026	A Level	Final date for submission of centre assessed marks - WJEC Educas	Summer 26
15 May	A Level	Final date for submission of centre assessed marks - OCR	Summer 26

2026			
15 May 2026	A Level	Final date for submission of centre assessed marks - Pearson	Summer 26
15 May 2026	GCSE	Final date for submission of centre assessed marks - Pearson	Summer 26
31 May 2026	GCSE/ A Level	Final date for submission of centre assessed marks - WJEC Eduqas Art & Design	Summer 26