



St. Gregory's Catholic High School

Internal Appeals Procedures (Examinations)

Monitoring

The implementation of the policy will be monitored by the Examinations Manager and the Assistant Headteacher Pupil Progress and Assessment.

Evaluation

The policy was reviewed by the Examinations Manager and Senior Leadership Team 6th March 2025 prior to the submission of the policy to Governors' Standards Committee for scrutiny and recommendation to the Full Governing Board for approval.

Key policy dates:

Ratified by the Full Governing Board: 2nd April 2025

Review frequency: Annual

Next policy review commences: Spring Term 2026

Contents

Purpose of the policy	Page 3
Roles and responsibilities	Page 3
Appeal procedure against internally assessed marks	Page 3
Appeal procedure against centre decisions to reject a candidate's work on the grounds of malpractice	Page 4
Appeal procedure against centre decisions not to support an enquiry about results	Page 5
Appeals procedure following the outcome of an enquiry about results	Page 6
Appeals regarding centre decisions relating to access arrangements and special consideration	Page 6
Internal appeals form	Page 7

Purpose of the policy

This policy confirms the internal procedures that St. Gregory's Catholic High School follows when a candidate wishes to make an appeal concerning their assessments. These types of appeal fall under four categories:

- Appeals against internally assessed marks
- Appeals against centre decisions not to support an enquiry about results
- Appeals following the outcome of an enquiry about results
- Appeals regarding centre decisions relating to access arrangements and special consideration

Roles and responsibilities

Examinations Manager

- Ensures departments are aware of deadlines to inform candidates of their NEA marks
- Processes any internal appeals that are received
- Informs SLT of any requests for 'Enquiries About Results' and processes any that are agreed upon
- Informs SLT of any requests for special consideration applications and processes any that are agreed upon
- Implements access arrangements that have been confirmed by the Deputy SENDCo

Head of Centre/SLT

- Decides whether or not to support an enquiry about results
- Decides whether or not to appeal following the outcome of an enquiry about results • Carries out an investigation where internal appeals are received

Deputy SENDCo

- Oversees the awarding of access arrangements

Teaching staff

- Informs candidates of their NEA marks and of their right to appeal by internally set deadlines. These deadlines are outlined in the schools Non-Examination Assessment Policy

Appeal procedure against internally assessed marks

St. Gregory's Catholic High School is committed to ensuring that whenever its staff mark candidate's work this is done fairly, consistently and in accordance with the regulations and awarding board's specification and subject specific associated documents.

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 method of marking. St. Gregory's Catholic High School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding board. Where a number of subject teachers are involved in marking candidates work, internal moderation and standardisation will ensure consistency of marking.

If a candidate believes that this may not have happened in relation to their work, they may make use of this appeals procedure. Candidates will be informed of their internally assessed marks at least 14 days before the awarding board's mark submission deadline.

N.B an appeal may only be made against the assessment process and not against the mark to be submitted to the awarding board.

1. Appeals must be made as early as possible in order to ensure that the internal appeals process is completed prior to the submission of centre marks to the awarding board
2. Appeals must be made in writing
3. The Head of Centre will appoint a senior member of staff e.g. an Assistant/Deputy Headteacher to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject
4. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the awarding board's specification and subject specific associated documents
5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding board, and any changes made to internal assessment procedures
6. The outcome of the appeal will be made known to the head of the centre and will be logged as a complaint. A written record will be kept and made available to the awarding board upon request. Should the appeal bring any irregularity in procedures to light, the awarding board will be informed

After candidates' work has been internally assessed, it is moderated by the awarding board to ensure consistency in marking between centres. The moderation may lead to mark changes. This process is outside the control of St. Gregory's Catholic High School and is not covered by this procedure.

Appeal procedure against centre decisions to reject a candidate's work on the grounds of malpractice

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

St. Gregory's Catholic High School 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.

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, St. Gregory's Catholic 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 the candidate in question disagrees with the decision, an internal appeals form should be completed and submitted within 10 calendar days of the decision being made known to the appellant.

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.

Appeal procedure against centre decisions not to support an enquiry about results

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 Examinations Manager.

'Enquiries About Results' (EARs) may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. If a query is raised about a particular examination result, the Examinations Manager, teaching staff and Head of Centre will investigate the feasibility of requesting an enquiry. Permission to apply for a review/enquiry must come from the candidate, rather than a parent/carer.

When the centre does not uphold a request from a candidate, the candidate may pay the appropriate fee, and a request will be made to the awarding board on the candidates' behalf.

If the candidate believes there are grounds to appeal against the centre's decision not to support an enquiry, an appeal can be submitted to the centre using the Internal Appeals Form at least one week prior to the internal deadline for submitting an ROR.

Appeal procedure following the outcome of an enquiry about results

Where the candidate or Head of Centre remains dissatisfied after receiving the outcome of an ROR, an appeal can be made to the awarding board, following the guidance in the JCQ publications *Post-results services* and *A guide to the awarding bodies' appeals processes*.

Where the Head of Centre is satisfied after receiving the outcome of an ROR, but the internal candidate and/or their parent/carer is not satisfied, they may make a further representation to the Head of Centre. Following this, the Head of Centre's decision as to whether to proceed with an appeal will depend upon the centre's internal appeals arrangements. Candidates or parents/carers are not permitted to make direct representations to an awarding board.

The Internal Appeals Form must be completed and submitted to the centre within 10 calendar days of the notification of the outcome of the enquiry. Subject to the Head of Centre's decision, this will allow the centre to process the appeal and submit to the awarding board within the required 14 calendar days. Awarding board fees which may be charged for the appeal must be paid by the appellant on submission of the Internal Appeal Form. If the appeal is upheld, this fee will be refunded by the awarding board and repaid to the appellant by the centre.

Appeals regarding centre decisions relating to access arrangements and special consideration

St. Gregory's Catholic High School 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.

There may be occasions where the school decides not to make/apply for a specific reasonable adjustment or to apply for special consideration, in circumstances where a candidate does not meet certain criteria or there is insufficient evidence to support an application.

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 must be submitted.

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 10 working days of the appeal being received and logged by the centre.

If the appeal is upheld, St. Gregory's Catholic High School Catholic High School will proceed to implement the necessary arrangements/submit the necessary application.

St. Gregory's Catholic High School – Internal Appeals Form

This form must be completed in all cases to lodge an appeal.

Please tick to indicate what the appeal is against:

- ☐ Internally assessed marks
- ☐ Centre decision to reject work on the grounds of malpractice
- ☐ Centre decision not to support an enquiry about results
- ☐ The outcome of an enquiry about results
- ☐ Centre decision relating to access arrangements and special consideration

Name of appellant		Candidate name (if different from appellant)	
Awarding board		Exam paper code	
Subject		Exam paper title	
Please state the grounds for your appeal below:			
<i>Continue overleaf if necessary</i>			
Appellant Signature:		Date:	

The appellant declaration against the relevant appeal must be signed, dated and returned to the Examinations Manager, on behalf of the Head of Centre, to the timescale indicated in the policy.

The internal appeals procedures for this centre have been produced to demonstrate compliance with the JCQ publications which is available to download by following this link: <https://www.jcq.org.uk/exams-office/appeals>