



BROMSGROVE SCHOOL

REVIEW OF CENTRE-ASSESSED MARKS PROCEDURE (COURSEWORK APPEALS)

Author:	Deputy Head (Academic)
Reviewed:	April 2022
Next Review Due:	April 2023
Scope:	Senior School

REVIEWS OF INTERNAL ASSESSMENT OF WORK FOR EXTERNAL QUALIFICATIONS

This procedure confirms Bromsgrove School's compliance with JCQ's General Regulations for Approved Centres 2021-2022, section 5.7 that the centre has in place "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" and that the centre will "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.". It applies to GCE, GCSE and Project qualifications, including the Spoken Language endorsement of GCSE English Language and the Practical Skills endorsements of GCE Science courses.

Internally assessed components for external qualifications are conducted in accordance with the Awarding Body regulations for the subject specification of the qualification concerned, together with the School and Departmental Policy and Procedures regarding Internally Assessed Components for External Qualifications. Copies of these documents are available on request from the Examinations Officer.

A pupil who feels that requirements, policies and/or procedures may not have been followed in relation to the assessment of their work may use the review procedure outlined below. Reviews may be made of the process which led to the award of the mark, or of the mark awarded, or both.

REVIEW PROCESS

1. Candidates will receive their marks in internally assessed components once authentication statements have been signed and all marking and internal moderation procedures have been completed. Where possible this will normally be not later than the end of April.
2. Appeals should be made as soon as possible, and within a week of the marks being available.
3. Copies of relevant material may be requested by students to assist in considering whether to request a review of the centre's marking.
4. Appeals should be made using the Internal Appeals Form which is available from the Examinations Office and appended to this procedure, giving details of the grounds of appeal, and clearly indicating whether the appeal is in relation to the mark awarded or the process which led to that mark being awarded, or both. It is not possible to operate a staged process of first appealing one aspect and then in the event that the appeal is not successful appealing the other.
5. The School will make a flat rate charge of £30 to cover the administrative and time costs of investigating an appeal of any standard piece of coursework, £45 for appeals associated with the Extended Project Qualification. This will be added to the fees invoice. Requesting an appeal constitutes an acceptance of the charge. No charge will be made in the event that the appeal is successful.
6. As with other appeals, the outcome of an appeal for a coursework/controlled assessment component may be that:
 - a) the mark may be lowered as well as raised, and
 - b) if the original mark is considered reasonable it will stand.
7. Candidates should be aware that internally assessed work for external qualifications is subsequently moderated by the awarding body to ensure consistency between centres. Such moderation may change the marks awarded for internally assessed work. This is outside the control of Bromsgrove School and is not covered by this procedure.
8. All appeals will be administered by the Examinations Officer with the Deputy Head (Academic) being informed.

9. Where the appeal relates to the mark awarded, the Examinations Officer will liaise with the Head of Department in the subject concerned. A review of the mark awarded will be carried out by a member of staff with appropriate competence who has had no previous direct involvement in the initial assessment and has no personal interest in the review. This will usually be a member of the department concerned. The reviewer will ensure that the candidate's mark is consistent with the standard set by the centre. In the event that there is no member of staff with appropriate competence who has not had involvement with the initial assessment available, the Deputy Head (Academic) or the Examinations Officer will liaise with the Head of Department in the subject concerned to identify a reviewer with appropriate competence at another centre.
10. Where the appeal relates to the process, the Deputy Head (Academic) will conduct the investigation, reviewing the process used in the department for internal assessment and decide whether it conformed to the requirements of JCQ, the awarding body, and the School and Departmental Policies and Procedures regarding Internal Assessment of components for External Qualifications.
11. If the reviewer decides that there has been a marking error, he/she will indicate where the marking error has occurred and how the mark is not in line with the standard of other candidates at the centre. It is for the centre to determine whether any difference in marking is within any tolerances such as the centre would allow during its internal standardisation process. The Headmaster will have the final decision on the mark to be submitted to the awarding body.
12. The Examinations Officer or Head of Department will report the outcome of the appeal to the candidate as soon as practicable and normally within 15 working days of the appeal being lodged.
13. Where an appeal relating to the mark awarded is upheld, the candidate and awarding body will be informed of the new mark.
14. Where an appeal relating to process is upheld, where possible within the regulations, appropriate rectification and opportunity for developing the work will be provided. Because the regulations for each coursework component vary, this may not be possible in all cases.
15. The outcome of the appeal will be made known to the Headmaster and a written record of the appeal kept and made available to the awarding body at their request.
16. In the event that the Deputy Head (Academic) or Examinations Officer is unable to administer an appeal or conduct an investigation relating to process, another suitably qualified member of staff will undertake these duties.
17. There is no further right of appeal, but in the event that a candidate has concerns about any aspect of the conduct of the appeal, he/she may raise these with the Headmaster who will investigate as appropriate.

Internal Appeals Form

Bromsgrove School

Please complete all white boxes on the form below

FOR CENTRE USE ONLY	
Date received	
Reference No.	

APPEAL AGAINST AN INTERNAL ASSESSMENT DECISION AND/OR REQUEST FOR A REVIEW OF MARKING

Name of appellant		Candidate name if different to appellant	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below

If necessary continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Appellant 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

FURTHER GUIDANCE TO INFORM AND IMPLEMENT APPEALS PROCEDURES

JCQ

- 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
 - <https://www.jcq.org.uk/exams-office/appeals>
- Notice to Centres - Reviews of marking (centre assessed marks)
 - <https://www.jcq.org.uk/exams-office/coursework>
 - <https://www.jcq.org.uk/exams-office/non-examination-assessments>

Ofqual

- GCSE (9 to 1) qualification-level conditions and requirements
 - <https://www.gov.uk/government/publications/gcse-9-to-1-qualification-level-conditions>
- GCSE (A* to G) qualification-level conditions and requirements
 - <https://www.gov.uk/government/publications/gcse-a-to-g-qualification-level-conditions-and-requirements>
- GCE qualification-level conditions and requirements
 - <https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements>
- Pre-reform GCE qualification-level conditions and requirements
 - <https://www.gov.uk/government/publications/gce-qualification-level-conditions-for-pre-reform-qualifications>