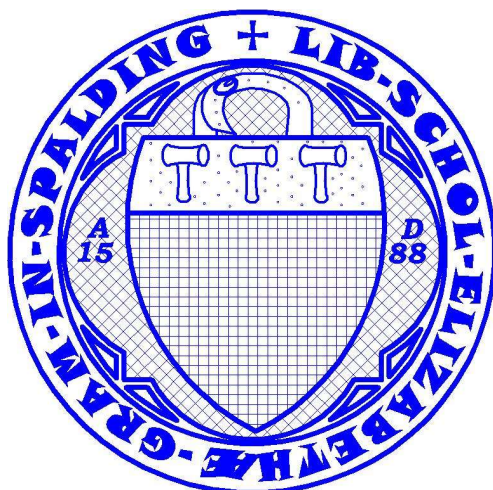


# Spalding Grammar School



## Internal Appeals Procedure (Examinations) Policy

<b>Author:</b>	<b>Mrs N Franklin – Examinations Officer</b>
<b>Approved by:</b>	<b>Mrs E Davison - Assistant Headteacher i/c Assessment, Data and Examinations</b>
<b>Review Cycle:</b>	<b>Annually</b>
<b>Date of Policy:</b>	<b>January 2026</b>
<b>Next Review Date:</b>	<b>December 2026</b>

## Key staff involved in the Policy:

Role	Name(s)
Centre Number	<b>26233</b>
Head of Centre	<b>Mrs M K Anderson</b>
Assistant Headteacher i/c Assessment, Data and Examinations	<b>Emma Davison</b>
Examinations Officer	<b>Nicola Franklin</b>
SENDCo Access Arrangement Co-ordinator	<b>Amanda Johnson</b> <b>Jane Chiappino</b>
Senior Leadership Team	<b>Suzanne Ingram</b> (Quality Assurance) <b>Anthony Brooks</b> <b>Emma Davison</b> <b>Gareth Baker</b> <b>Alison Harrison Wild</b>

This policy is reviewed and updated annually to ensure that appeals against internal assessment decisions (centre assessed marks) at Spalding Grammar School are managed in accordance with current requirements and regulations in the following JCQ documents:

- General Regulations for Approved Centres (5.3, 5.7),
- A guide to the awarding bodies appeals process
- Instructions for conducting non-examination assessments (4.6, 6.1, 9)
- Instructions for conducting coursework (6, 7, 13.5).

This procedure is also informed by the JCQ documents

- Reviews of marking (centre assessed marks) suggested template for centres
- Notice to Centres - Informing candidates of their centre assessed marks
- Suspected Malpractice: Policies and Procedures (4.5).
- A guide to the Special Consideration Process
- Access Arrangements and Reasonable Adjustments

This Policy covers processes and procedures relating to appeals against decisions relating to:

- Non-examination Assessments (NEAs); Internal Assessments; Coursework
- Post Results Services
- Special Consideration Requests
- Access Arrangements

## **Purpose of the Policy**

The purpose of this policy is to outline the arrangements at Spalding Grammar School for processing appeals from candidates and/or parents/carers relating to:

- non-examination assessments / course work decisions;
- post results services decisions;
- special consideration submission decisions;
- access arrangement and reasonable adjustment decisions

This policy ensures compliance with JCQ regulations which state that centres must:

- have in place for inspection, a written internal appeals procedure policy relating to internal decisions that is reviewed and updated annually.

## **Appeals against Non-examination Assessments, Internal Assessments or Coursework Decisions**

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 Spalding Grammar School containing internally assessed non-examination components/units are:

- AQA GCE Art
- AQA GCE Computer Science
- AQA GCE D&T Product Design
- AQA GCE English Language
- AQA GCE English Literature
- AQA Extended Project Qualification (EPQ)
- OCR GCE Geography
- Edexcel GCE History
- AQA GCE PE
- AQA/OCR Science – Chemistry / Biology / Physics (Lab Practical)
- WJEC Level 3 Certificate in Criminology
- AQA GCSE Art
- AQA GCSE D&T
- AQA GCSE Engineering
- AQA GCSE English Language (Speaking Endorsement)
- WJEC Global Business French Level 1/2

- WJEC GCSE Music
- AQA GCSE PE

### **Principles relating to centre assessed marks**

The Head of Centre, Assistant Headteacher i/c Assessment, Data and Examinations and Senior Leadership Team at Spalding Grammar School will ensure that the following principles are in place in relation to marking the work of candidates:

- A commitment to ensure that whenever teaching staff mark candidates' work, that it is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.
- All centre staff follow a robust policy (Non-Examination (NEA/Coursework Policy) for the management of non-examination assessments including controlled assessments and coursework which details the procedures for task setting, task taking and marking and the quality assurance/internal standardisation processes which the teaching staff delivering subjects with NEAs are required to follow.
- Candidates' work will be marked by staff who have the 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 marker).
- A commitment to ensure 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 marks, if candidates believe 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 the 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 Subject Teacher/Head of Subject at Spalding Grammar School will:

- Ensure that candidates are informed of their centre assessed marks in line with the 'NEA Deadline and Review of Marking Process' document issued to candidates prior to the deadline for the submission of their work, in order that they have enough time to 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 3 working days.
- Inform candidates they will not be allowed access to original assessment material, including artefacts, unless supervised.

- Remind candidates they have seven days 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
- Candidates have seven days to submit a request for a review of the centre's marking and confirm understanding that requests must be made in writing and the fee must be paid before the request for a review will be accepted and will not be accepted after this deadline.
- Once the review has been carried out to the timelines outlined to pupils in the 'NEA Deadlines' document, the candidate will be informed of the outcome before the awarding body's deadline for the submission of marks.
- 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 on the mark submitted to the awarding body (if there is a disagreement).
- 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 by subject teachers to all candidates undertaking NEAs at the start of the academic year assessments, inform candidates of the things they must and must not do when they are completing their work.

The centre 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 by Head of Subject and Assistant Headteacher i/c Assessment, Data and Examinations with the support of the Head of Centre in line with Spalding Grammar's procedures for malpractice. 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, Spalding Grammar 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 in a meeting by the Head of Subject supported by the Assistant Headteacher i/c Assessment, Data and Examinations and this will be confirmed in writing following the meeting.

If a candidate who is the subject of the decision disagrees with the decision:

- The candidate must submit a written request, setting out as clearly and concisely as possible the grounds for the appeal including any further evidence relevant to supporting the appeal, within seven 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 receiving the written request and logging the appeal at the centre.

If there is a continuing disagreement, please refer to the Spalding Grammar Complaints Policy for more information regarding making a formal complaint to the school and the processes involved.

### **Appeals relating to centre decisions not to support application for Post Result Services**

Where a candidate (parent/carer) disagrees with a centre decision not to support an application for a clerical re-check, review of marking, review of moderation or an appeal.

#### **Centre Actions in the Event of a Dispute / Disagreement**

Where a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking or a review of moderation, Spalding Grammar School will take the following actions:

- For a review of marking (Review of Results priority service 2 – A Level only where a University place is dependent on the grade), we will advise the candidate to request a Priority Access to Scripts prior to requesting a review and where possible, staff will carry out a quick review of the script to see if there are any marks available. They can request a review immediately by providing informed written consent (and the required fee) for this service to the centre by the deadline set by the centre. The candidate will be advised of the risks of the grade being lowered, staying the same or going up and the reasons why submitting a request would not be recommended by staff.
- For a review of marking (Review of Results service 1 or 2), we will first advise the candidate to access a copy of their script to support a review of marking by providing written permission (and any required fee) to enable the centre to access the script from the awarding body.
- After accessing the script to consider the marking, we will inform the candidate that if a request for a review of marking (Review of Results service 1 or 2) is required, this must be submitted by the deadline set by the centre by providing informed written consent (and the required fee) for the centre to request the service from the awarding body.
- We will inform the candidate that a review of moderation (Review of Results service 3) cannot be requested for the work of an individual candidate or the work of a candidate not in the original sample

If the candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision not to support a review of results, an internal appeal can be submitted to the centre by

writing to the Head of Centre at least 5 calendar days prior to the internal deadline for submitting a request for a review of results.

The centre will inform the candidate or parent/carer of the risks entailed in submitting a request for a review of marking.

The appellant will be informed of the outcome of the appeal before the deadline to submit requests.

## **Appeals**

Following a Review of Results 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 Results outcome, but the candidate (or parent/carer) believes there are grounds for a preliminary appeal to the awarding body, an internal appeal may be made directly to the centre.

Candidates or parents/carers are **not** permitted to make direct representations to an awarding body.

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, a copy of which is available from the school or at [www.jcq.org.uk/exams-office/appeals](http://www.jcq.org.uk/exams-office/appeals).

### **To Submit an Internal Appeal:**

- An internal appeals form (available at the back of this policy; on the website or from the Examinations Officer) should be completed and submitted to the centre within the 7 days from the notification of the outcome of the review of the result.
- Subject to the Head of Centre's decision, the preliminary appeal will be processed and submitted to the awarding body within the required 30 calendar days of the awarding body issuing 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, Spalding Grammar School, via Parentmail by the appellant before the preliminary appeal is submitted to the awarding body (a statement of fees is available from the Examinations Officer).
- If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre, Spalding Grammar School.

## **Appeals relating to centre decisions not to submit special considerations requests**

Special consideration is given to a candidate, who is affected by adverse circumstances beyond their control at the time of the assessment. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate their normal level of attainment in an assessment.

If a candidate or parent/carer do not agree with the centre's decision to submit an special consideration request they can complete the Internal Appeals form with supporting evidence for the request such as signed medical evidence; and submit it to the Examinations Officer who will forward it to the Assistant Headteacher i/c Assessment, Data and Examinations for further consideration/investigation with the Senior Leadership Team/Head of Centre.

In the investigation the centre may require further discussion with candidate and/or parent/carer. They may also request additional evidence to support the request, this may include:

- Medical evidence signed by appropriate medical practitioners
- Relevant legal documentation, e.g. certificates
- Crime number and/or police details

The appellant will be informed of the outcome of the appeal within ten working days and if the appeal is upheld then a special consideration request will be made. However, if the centre has found **no additional evidence** to support a request for special consideration it **will not** be submitted to the relevant awarding body or bodies as outlined in the JCQ Guidance to the Special Consideration Process.

The appellant will be notified accordingly.

## **Centre decisions relating to access arrangements**

Access Arrangements and reasonable adjustments are pre-examination adjustments approved before an examination or assessment. They allow candidates with special educational needs, disabilities or temporary injuries to access the examination or assessment.

This may include the 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.

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, using the internal appeals form should be submitted.

To determine the outcome of the appeal, the Head of Centre supported by the SENDCO will consult the respective JCQ publication 'Access Arrangements and Reasonable Adjustments' to confirm that 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 ten working days of the appeal being received and logged by the Centre. If the appeal is upheld, the Access Arrangements Co-ordinator will proceed to gather evidence and implement the necessary arrangements/submit the necessary application.

## **Appeals regarding Centre Decisions relating to Other Administrative Issues**

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

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 using the internal appeals form should be submitted to the Examinations Officer.

The Examinations Officer will be supported by the Assistant Headteacher i/c Assessment, Data and Examinations.

The appellant will informed of the outcome of the appeal within ten working days of the appeal being received and logged by the Centre.



## Spalding Grammar School Internal Appeals Form

<b>Name of Candidate</b>	
<b>Subject</b>	
<b>Awarding Body</b>	
<b>Exam Paper Title</b>	
<b>Exam Paper Code</b>	
	Please state the grounds for the appeal below ( <u>continue on extra page if required</u> ):

Please tick the 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 of the internal assessment:
- Appeal against the Centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal:
- Appeal against the Centre's decision relating to access arrangements or special consideration:
- Appeal against the Centre's decision relating to an administrative issue.

I have read the Spalding Grammar Internal Appeals Policy and relevant policies to my appeal.

If this is an appeal against an internal assessment or post results service, I confirm that I understand that the review of marking may result in the mark being lowered. I understand the reviewed result is the result that is sent to the examination board.

Signature of candidate		Date:
Signature of parent/carer		Date:

Please return this form to Mrs Franklin, Examinations Officer (hard copy or via email at [exams@spaldinggrammar.lincs.sch.uk](mailto:exams@spaldinggrammar.lincs.sch.uk))