



**SIR THOMAS  
BOTELER**  
CHURCH OF ENGLAND HIGH SCHOOL  
THROUGH GOD, WE CARE

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# INTERNAL APPEALS PROCEDURE : INTERNAL ASSESSMENTS 2024/25

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<b>COMMITTEE:</b>	<b>HEADTEACHER</b>
<b>AUDIENCE:</b>	<b>STAFF, STUDENTS, PARENTS/ CARERS, GOVERNING BODY</b>
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## Key staff involved in internal appeals procedures

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Mrs Beverley Scott-Herron</b>
Senior leader(s)	<b>Mr James Koltan</b>
Exams manager	<b>Miss Jane Morris</b>

This procedure is reviewed and updated annually to ensure that appeals against internal assessment decisions (centre assessed marks) at Sir Thomas Boteler Church of England High School are managed in accordance with current requirements and regulations in the JCQ publications **General Regulations for Approved Centres , Instructions for conducting non-examination assessments** . This procedure is also informed by the JCQ publications **Reviews of marking (centre assessed marks) suggested template for centres** and **Notice to Centres - Informing candidates of their centre assessed marks**.

### **Purpose of the procedure**

The purpose of this procedure is to confirm the arrangements at Sir Thomas Boteler Church of England High School for dealing with candidate appeals relating to internal assessment decisions.

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

- have in place and be available for inspection purposes, 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
- 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

### **Centre Assessed Marks**

Centred assessed marks are raw marks awarded by your teachers for your controlled assessment work or non-examination assessments (NEA's) components of your qualification.

These marks are awarded following standardisation across teachers and classes to ensure they are fair and accurate. It is possible to request a review of the marking of your work if you have an identifiable concern. You have 5 days to request a review from the date you receive your marks. More information can be found in this procedure document.

All centre assessed marks awarded by your teachers are provisional and subject to moderation by the exam board. Moderation by the exam board may leave marks unchanged or result in marks being moved up or down.

### **Appeals against centre assessed marks.**

An appeal against centre assessed marks, will normally only be required when all other mechanisms within the centre have failed to resolve the matter of concern. It will be the final stage in the normal process of considering and resolving disputes. It is expected that it will be used only in exceptional circumstances.

Sir Thomas Boteler Church of England High School is committed to ensuring that whenever their staff assess students' work for external qualifications this is done fairly, consistently and in accordance with the specification for the qualifications concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills and who have the appropriate level of competence. The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications of each subject.

Where internally assessed work has been divided between different members of staff, internal moderation and standardisation will take place to ensure consistency of assessment in line with JCQ Instructions for

conducting Controlled Assessment 2024-25, JCQ Instructions for conducting Non Exam Assessments 2024-25 and JCQ Instructions for conducting coursework 2024-25.

If a student feels that this may not have happened in relation to his/her work, then he/she may make use of this appeals procedure.

### **The Process:**

1. Appeals should be made within 5 days of a student receiving a centre assessed mark.
2. Within these 5 days you may request copies of assessment materials to assist you in considering whether to lodge an appeal.
3. An appeal may only be made against the assessment process or against the mark submitted to the Awarding Body
4. The candidate must make the appeal in writing to the Examinations Manager, using the Internal Appeals Form, outlining the reasons for the appeal.
5. The purpose of the appeal investigation will be to decide whether the process used for the internal assessment and the mark awarded, conformed to the published requirements of the awarding body and the JCQ Instructions for conducting Controlled Assessment 2024-25, JCQ Instructions for conducting Non Exam Assessments 2024-25 and JCQ Instructions for conducting coursework 2024-25 where appropriate.
6. The member(s) of staff concerned in making the assessment(s) will be issued with a copy of the appeal and will be provided with an opportunity to respond to this in writing
7. The review of marking will be conducted by personnel who have not been involved in the original standardisation process.
8. The candidate will be informed in writing within 10 working days of the outcome of the appeal investigation
9. Should the appeal process bring any significant irregularity to light, the awarding body will be informed. The centre will inform the awarding body if there is any change to an internally assessed mark as a result of the appeal.

The qualifications delivered at Sir Thomas Boteler Church of England High School containing components of non-examination assessment/units of coursework are:

1. GCSE Art
2. GCSE English Language Spoken Endorsement
3. GCSE Design and Technology
4. GCSE OCR Cambridge National Sport Science
5. GCSE Eduqas Hospitality and Catering Award
6. Entry Level Certificates : Maths, English, Science, Geography and History
7. BTEC Tech Award Enterprise
8. BTEC Tech Award Performing Arts
9. BTEC Tech Award Travel and Tourism
10. Any other vocational qualification if centre approval is met

## Internal Appeals Form

Request for a review of Centre Assessed Marks

This form is to be used to request a review of a centre marking/ internal assessment decision. It has been issued along with a copy of the relevant assessment material you have requested. This form must be signed, dated and returned to the exams office within the timescales indicated in the internal appeals procedure.

Exam Season/Year		Candidate Name	
Awarding body		Exam paper code	
Qualification type Subject		Exam paper title	

Please state the grounds for your appeal below:

*You may want to ask for help from an adult to complete this section of the form*

If necessary, continue on an additional page(s)

Appellant signature:

Date of signature:

FOR CENTRE USE ONLY

Date received: