



Watford Grammar School for Girls

Internal Appeals Procedure - Exams

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1. Purpose of the procedure

This procedure confirms Watford Grammar School for Girls' compliance with JCQ's General Regulations for Approved Centres (section 5.3x) that the centre will have in place and available for inspection a written internal appeals procedure which must cover at least appeals regarding internal assessment decisions, post-result services and appeals, and centre decisions relating to access arrangements and special consideration

2. Appeals relating to internal assessment decisions (centre assessed marks)

Certain GCSE, GCE and other qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed

Details of how appeals relating to these marks are managed are contained in the school's NEA policy.

3. Clerical re-checks, reviews of marking, reviews of moderation or an appeal

Following the issue of results, awarding bodies make post-results services available.

Candidates are made aware of the arrangements for post-results services prior to the issue of results.

Candidates are also informed of the periods during which members of centre staff will be available/accessible immediately after the publication of results so that results may be discussed, and decisions made on the submission of reviews of marking.

If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, post-results services may be considered.

For written components that contributed to the final result, the centre will:

1. Where a place a university or college is at risk, submit a request for a Priority Service 2 review of marking
2. In all other instances, offer the candidate an appropriate post-results service (access to scripts or Review of Results). It is the policy of the school to charge the candidate the exam board fee for this service. Students in financial need should speak with the Exams Officer about how they can be supported. Written consent will be obtained from the candidate before any post-results service is requested.
3. Where relevant, advise an affected candidate to inform any third party (such as a university or college) that a review of marking has been submitted to an awarding body]

For any moderated components that contributed to the final result, the centre will:

1. Confirm that a review of moderation cannot be undertaken on the work of an individual candidate or the work of candidates not in the original sample submitted for moderation
2. Consult the moderator's report/feedback to identify any issues raised
3. Determine if the centre's internally assessed marks have been accepted without change by the awarding body – if this is the case, a RoR service 3 (Review of moderation) will not be available
4. Determine if there are any grounds to submit a request for a review of moderation for the work of all candidates in the original sample]

Following the 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 RoR outcome, but the candidate (or his/her parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the head of centre. 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. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

4. Appeals regarding centre decisions relating to access arrangements and special consideration

Full details of how candidates are assessed for Access Arrangements are included in the school's Access Arrangements policy.

If a candidate who is the subject of a decision about access arrangements or reasonable adjustments (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 should be submitted. This should be made to the SENDCO in the first instance.

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 person making the appeal will be informed within 30 days of the outcome.

5. Special consideration

Candidates are informed that should they be affected by temporary disadvantage at the time of the exam, they should complete an online form.

All submissions on the form will be reviewed by the Exams Officer, and appropriate Head of Year and Director of Key Stage. Those which meet the JCQ criteria will be submitted.

A candidate who has submitted a submission which does not meet the JCQ criteria will be informed in writing. If they disagree with this decision, they must write to the Head of Centre, who 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 person making the appeal will be informed within 30 days of the outcome.