



# The Judd School

## Internal appeals procedure

### 2023/24

## Key staff involved in the exams procedure

Role	Name(s)
Head of Centre	Mr Jon Wood
Assistant Headteacher (Assessment, Recording & Reporting)	Dr Joel Dunn
Senior Exams officer	Ms Lindsey MacAdam

## Purpose of the procedure

This procedure confirms The Judd School's compliance with JCQ's General Regulations for Approved Centres (section 5.3z, 5.8) 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
- draw to the attention of candidates and their parents/carers its written internal appeals procedure

This procedure covers appeals relating to:

- Internal assessment decisions (centre assessed marks)
- Centre decisions not to support an application for a clerical re-check, a review of marking, a review of moderation or an appeal
- Centre decisions relating to access arrangements and special consideration
- Centre decisions relating to other administrative issues

## Appeals against internal assessment decisions (centre assessed marks)

This procedure confirms The Judd School's compliance with JCQ's General Regulations for Approved Centres, 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 must "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".

Certain GCSE and GCE subjects have non-examination assessment (NEA) components that contribute to the final grade of the qualification, which are internally assessed (marked) by The Judd School and internally standardised. The Extended Project Qualification is also internally assessed. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

The Judd School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

The Judd School ensures that all centre staff follow a robust Non-examination Assessment Policy (for the management of GCE and GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments for GCE, GCSE, Project qualifications, including the marking and quality assurance/internal standardisation processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. The Judd School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their centre assessed marks, if a candidate believes that the above

procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

1. The Judd School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. 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.
3. The Judd School will provide candidates with copies of materials or ensure candidates are able to access appropriate materials (for example, a copy of their work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment.
4. Where it is not possible to provide copies of work (for example, art work and recordings) The Judd School will, having received a request for access, make them available to the candidate to review under supervision, within 10 working days of receipt of the request.
5. The Judd School will provide candidates with sufficient time 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 the grounds for their request.
6. The Judd School will provide a clear deadline for candidates to submit a request for a review of the centre's marking (See table on next page). Requests will not be accepted after this deadline. Requests must be made in writing. A request for a review must be made by completing **The Judd School NEA Appeal Form**. This is a google form which can be found on the exams section of the school website. Completed NEA appeal forms should be returned to the exams office for consideration by the Headteacher. Each marking review will be subject to a fee payable by the candidate.
7. The Judd School will allow a minimum of 10 working days for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
8. The Judd School will ensure that the review of marking is carried out 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 review.
9. The Judd School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
10. The Judd School will inform the candidate in writing of the outcome of the review of the centre's marking.

Subject	Qualification	Deadline for Appeal
Art	A Level	28/05/24
Art & Design	GCSE	15/05/24
Biology (practical endorsement)	A-level	19/04/24
Chemistry (practical endorsement)	A-level	19/04/24
Computer Science	A-level	19/04/24
D&T Product Design	GCSE	19/04/24
D&T	A Level	19/04/24
English Language	GCSE	19/04/24
English Literature	A Level	19/04/24
EPQ	A Level	19/04/24
Geography	A Level	19/04/24
History	A Level	19/04/24
Music	GCSE	19/04/24
Physics (practical endorsement)	A-level	19/04/24
PE	GCSE	08/03/24
	A-level	19/04/24

**Table 1: Deadline dates for NEA appeals 2024**

The outcome of the review of the centre's marking will be made known to the head of centre who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body. A written record of the review will be kept and made available to the awarding body upon request.

The awarding body will be informed if the centre does not accept the outcome of a review.

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.

## Appeals relating to centre decisions not to support an application for a clerical check, a review of marking, a review of moderation or an appeal

This procedure confirms The Judd School's compliance with JCQ's General Regulations for Approved Centres (section 5.13) that the centre will:

- have available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support an application for a clerical re-check, a review of marking, a review of moderation or an appeal

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

Details of these services, internal deadlines for requesting a service and fees charged will be emailed to candidates and parents / carers prior to Results Days. Candidates can submit requests via a google form and payments made on Parentpay for Years 10 to 12 and either on Parentpay or by bank transfer for Years 13. Reference is also detailed on the Judd website.

Candidates are also made aware that arrangements for post-results services will be circulated prior to the issue of results. Candidates are also informed of the periods during which senior 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. Like post results services this information is communicated by email to candidates and parents / carers.

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.

The JCQ post-results services currently available are detailed below.

### Reviews of Results (RoRs):

- Service 1 (Clerical re-check)  
This is the only service that can be requested for objective tests (multiple choice tests).
- Service 2 (Review of marking)  
This service is available for externally assessed components of GCSE, IGCSE and GCE A-level specifications.
- Priority Service 2 (Review of marking)  
This service is available for externally assessed components of both unitised and linear GCE A-level specifications and Pearson Edexcel GCSE specifications
- Service 3 (Review of moderation)  
This service is not available to an individual candidate

### Access to Scripts (ATS):

- Copies of scripts to support reviews of marking
- Copies of scripts to support teaching and learning

Where a concern is expressed that a particular result may not be accurate, the centre will look at the marks awarded for each component part of the qualification alongside any mark schemes, relevant result reports, grade boundary information etc. when made available by the awarding body to determine if the centre should support any concerns.

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

1. Where a place at a university or college is at risk, consider supporting a request for a Priority Service 2 review of marking.
2. In all other instances, consider accessing the script from the exam boards online portal. For Edexcel and OCR this is immediate, there may be a short delay for AQA.
3. Collect informed written consent/permission from the candidate via a google form to access his/her script.
4. On access to the script, consider if it is felt that the agreed mark scheme has been applied correctly in the original marking and if the centre considers there are any errors in the marking. Support a request for the appropriate RoR service (clerical re-check or review of marking) if any error is identified
6. Collect informed written consent from the candidate via a google form to request the RoR service before the request is submitted
7. 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

**Written candidate** consent (informed consent via candidate email is acceptable) is required in all cases before a request for a RoR service 1 or 2 (including priority service 2) is submitted to the awarding body. Consent is required to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded. Candidate consent, which must only be collected after the publication of results, is obtained by the candidate completing a google form, the link to which is emailed prior to results day and will be found on the Judd School Website under the exams section.

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 candidate's work was 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 candidates in the original sample.

**Where a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking or a review of moderation, the centre will:**

- For a review of marking (RoR priority service 2), advise the candidate he/she may request the review by providing informed written consent (and the required fee) for this service to the centre by the deadline set by the centre
- For a review of marking (RoR service 1 or 2), first advise the candidate to access a copy of his/her script to support a review of marking by providing written permission for the centre to access the script (and any required fee for this service) for the centre to submit this request. (Cambridge International does not provide access to scripts to support a review of marking for IGCSE qualifications)
- After accessing the script to consider the marking, inform the candidate that if a request for a review of marking (RoR 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 this service) for the centre to submit this request.
- Inform the candidate that a review of moderation (RoR 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 their 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 completing the internal appeals form (see appendix 1) at least 10 calendar days prior to the internal deadline for submitting a review of results.

The appellant will be informed of the outcome of his/her appeal before the internal deadline for submitting a RoR to the awarding body.

Following the RoR 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.

**The Judd School Internal Appeals Form** (see appendix 1) should be completed and submitted to the centre within 10 calendar days from the notification of the outcome of the RoR. Subject to the head of centre's decision, this will allow the centre to process the preliminary appeal and submit 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 by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the exams 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.



## Appeals regarding centre decisions relating to access arrangements and special consideration

This procedure confirms The Judd School's compliance with JCQ's **General Regulations for Approved Centres** (section 5.3z) that the centre will:

- have in place and available for inspection a written internal appeals procedure which must at least cover appeals regarding internal assessment decision, post-result services and appeals, and centre decisions relating to access arrangements and special consideration

The Judd 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

### Access arrangements and reasonable adjustments

In accordance with the regulations, The Judd School:

- recognises its duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates.
- complies with its responsibilities in identifying, determining and implementing appropriate access arrangements and reasonable adjustments

Failure to comply with the regulations have the potential to constitute malpractice which may impact on a candidate's result(s).

Examples of failure to comply include:

- putting in place access arrangements/adjustments that are not appro
- failing to consider putting in place access arrangements (which may be a failure to comply with the duty to make reasonable adjustments)
- permitting access arrangements/adjustments within the centre which are not supported by appropriate evidence
- charging a fee for providing reasonable adjustments to disabled candidates

### Special consideration

Where The Judd School has appropriate evidence signed by a member of the senior leadership team to support an application, it will apply for special consideration at the time of the assessment for a candidate who has temporarily experienced illness, injury or some other event outside of their control when the issue or event has had, or is reasonably likely to have had, a material effect on the candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

### Centre decisions relating to access arrangements, reasonable adjustments and special consideration

This may include The Judd School's 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.

Where The Judd School makes a decision in relation to the access arrangement(s), reasonable adjustment(s) or special consideration that apply for a candidate or candidates:

- 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 should be submitted

**The Judd School Internal Appeals Form** (see appendix 1) should be completed and submitted to the centre.

- For an appeal relating to access arrangements this must be submitted by 31st January 2024. The Judd School will then investigate the appeal and respond to the appellant by the JCQ deadline for applications of 21st March 2024.
- For appeals relating to The Judd School not applying for special consideration, **The Judd School Internal Appeals Form** (see appendix 1) must be received by The Judd School within 3 calendar days of the paper being sat and no later than Friday 28th June 2024. The Judd School will respond to the appellant by Monday 1st July 2024 in order to meet the exam board submission deadlines of Wednesday 3rd July 2024. Should an appeal be received after Friday 28th June 2024 it will be reviewed on a case by case basis in conjunction with the exam boards?

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. A charge of £50 per appeal will be made by The Judd School.

The appellant will be informed of the outcome of the appeal

If the appeal is upheld The Judd School will proceed to implement the necessary arrangements and submit the necessary applications - for access arrangements by 31st March 2024 and special consideration by Wednesday 5th July 2024. The £50 will be refunded to the appellant.

This procedure is informed by the JCQ publications [A guide to the awarding bodies' appeals processes](#) (chapter 3), [Suspected Malpractice: Policies and Procedures](#) (section 3.3), [General Regulations for Approved Centres](#) (section 5.4), [Access Arrangements and Reasonable Adjustments](#) (Importance of these regulations) and [A guide to the special consideration process](#) (sections 1, 2, 6)

## Appeals regarding centre decisions relating to other administrative issues

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

Where The Judd School may make a decision that affects a candidate or candidates:

- 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 should be submitted

**The Judd School Internal Appeals Form** (see appendix 1) should be completed and submitted to the centre within 10 calendar days that the appellant believes the centre took the decision. A charge of £50 per appeal will be made.

The appellant will be informed of the outcome of the appeal within 20 calendar days of receiving such an appeal. If the appeal is upheld The Judd School will proceed to implement the necessary arrangements. The £50 will be refunded to the appellant.

This procedure is informed by the JCQ publication [A guide to the awarding bodies' appeals processes](#) (chapter 7)



the timescale indicated in the relevant appeals procedure

## Further guidance to inform and implement appeals procedures

### JCQ publications

- 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 (A guide to the awarding bodies' appeals processes)  
<https://www.jcq.org.uk/exams-office/appeals>
- Notice to Centres – Informing candidates of their centre assessed marks  
<https://www.jcq.org.uk/exams-office/non-examination-assessments>
- Suspected Malpractice: Policies and Procedures  
<https://www.jcq.org.uk/exams-office/malpractice/>
- Access Arrangements and Reasonable Adjustments  
<https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/>
- A guide to the special consideration process  
<https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/>

### Ofqual publications

- GCSE (9 to 1) qualification-level conditions and requirements  
<https://www.gov.uk/government/publications/gcse-9-to-1-qualification-level-conditions>
- GCE qualification-level conditions and requirements  
<https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements>