



The Judd School

Internal appeals procedure 2020/21

These procedures are reviewed annually to ensure compliance with current regulations

Key staff involved in internal appeals procedures

Role	Name(s)
Head of centre	Jon Wood
Assistant Headteacher for Curriculum	Joel Dunn
Senior exams officer	Lindsey MacAdam
Exams officer	Rachel Adkin

Appeals against internal assessment decisions (centre assessed marks)

This procedure confirms The Judd School's compliance with JCQ's General Regulations for Approved Centres 2020-21, 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". Please note that Cambridge International History IGCSE coursework lies outside of this regulation, and marks are not given to candidates.

Certain GCSE and A-level subjects have non-examination assessment (NEA) components that are internally assessed (marked) by the centre. These NEA components may contribute towards the final grade awarded in a subject or they may be stand-alone assessments of a skill used to provide an endorsement. The Extended Project Qualification is also internally assessed. The internal assessment decisions (marks awarded or endorsement outcomes) are then submitted by the deadline set by the awarding body.

As a consequence of the [cancellation of the 2021 summer public examinations](#), this year, schools are **not** allowed to submit centre assessed marks for any non-examined assessment that contributes to the overall grading decision for a particular subject to an awarding organisation. Schools do **not** have to provide students with opportunity to appeal against their centre assessed non-examination mark (See JCQ [Summer 2021 FAQs](#)) where NEA would normally contribute towards a final GCSE or A-level grade.

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 organisation's specification and subject-specific associated documents.

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 organisation. 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 or endorsement outcome, 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 or endorsement outcome so that they may request a review of the centre's marking before marks or outcomes are submitted to the awarding organisation.
2. The Judd School will provide candidates, wherever possible, with copies of materials or ensure candidates are able to access materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. The Judd School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
4. The Judd School will provide a clear deadline for candidates to submit a request for a review of the centre's marking (See table below). 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 Internal Appeals Form** which is found at the end of this document and in the exams section of the school

website. Completed internal appeals forms should be returned to the exams office for consideration by the Headteacher. Each marking review will be subject to a fee of £50 payable by the candidate via parentpay.

Subject	Qualification	Deadline for review request by parents
Biology (practical endorsement)	A-level	28/05/21
Chemistry (practical endorsement)	A-level	28/05/21
English Language (spoken language endorsement)	GCSE	28/05/21
French (speaking endorsement)	GCSE	28/05/21
German (speaking endorsement)	GCSE	28/05/21
Physics (practical endorsement)	A-level	28/05/21

5. 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.
6. 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 and has no personal interest in the review.
7. The Judd School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
8. The Judd School will inform the candidate in writing of the outcome of the review of the centre's marking.
9. The outcome of the review of the centre's marking will be made known to the Headteacher (head of centre). A written record of the review will be kept and made available to the awarding body upon request.

The Judd School Internal Appeals Form 2021

Appeal against an internal assessment decision (NEA)

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Name of appellant		Candidate name if different to appellant	
Contact email		Contact phone no.	
Awarding organisation		Endorsement title	
Subject			

Please state the grounds for your appeal below

(If applicable, tick below)

I agree to pay the £50 fee (through Parentpay) for requesting a review of the centre's marking of NEAs. No review will be started until the fee is paid.

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 office on or before 28/05/21

Further guidance to inform and implement appeals procedures

JCQ

- ▶ Summer 2021 FAQs (See pages 8 & 9)
<https://www.jcq.org.uk/wp-content/uploads/2021/05/JCQ-Summer-2021-FAQs.pdf>

Ofqual

- ▶ General Qualifications Alternative Awarding Framework
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/972545/6768-3_General_qualifications_alternative_awarding_framework.pdf