



# Internal Appeals Procedure

## - **Assessment decisions.**

- Post- Results Services and appeals
- Access arrangements, special consideration, and other administrative issues.

Melton Vale Sixth Form College

## Internal Appeals Procedure (Internal Assessment Decisions)

Centre name	Melton Vale Sixth Form College
Centre number	25300
Date procedure first created	22/11/2024
Current procedure approved by	Paula Eaves
Current procedure reviewed by	Paula Eaves
Date of next review	22/11/2025

Key staff involved in the procedure.

Role	Name
Head of centre	Dr. Nicki Dartnell
Senior leader(s)	Natasha Roberts - Assistant Headteacher
Exams officer	Paula Eaves
ALS lead/SENCo	Toni Johnson
Other staff (if applicable)	<u>Senior Curriculum Leads</u> Laura Proctor Claire Preston Lisa Smith Rob Hebbs

This procedure is reviewed and updated annually to ensure that appeals against internal assessment decisions (centre assessed marks) at Melton Vale Sixth Form College are managed in accordance with current requirements and regulations in the JCQ publications **General Regulations for Approved Centres (GR 5.7)**, **Instructions for conducting non-examination assessments (ICNEA 6.1)**. 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**.

## **Introduction**

Certain qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed by Melton Vale Sixth Form College 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 Melton Vale Sixth Form College containing components of non-examination assessment/units of coursework are: GCE, Level 3 Extended Project, BTEC Level 3 qualifications, Foundation Diploma in Art & Design

<b>QAN</b>	<b>Spec Code</b>	<b>Qualification Title</b>	<b>Awarding Body</b>
60144567	7201	Art & Design - Art Craft & Design	AQA
60144567	7203	Art & Design - Graphic Communication	AQA
60144567	7206	Art & Design - Photography	AQA
60144567	7204	Art & Design - Textiles	AQA
60149115	H446	Computer Science	OCR
60311319	H406	Design & Technology - Product Design	OCR
60146412	7707	English Language & Literature	AQA
60153271	7712B	English Literature A	AQA
6018940X	7037	Geography	AQA
60149735	7042GG	History	AQA
60095349	7993	Level 3 Extended Project	AQA
60323723	7572	Media Studies	AQA
60186331	7582	Physical Education	AQA
6016248X	-	Level 3 Applied Diploma in Criminology	WJEC

## **Purpose of the procedure**

The purpose of this procedure is to confirm the arrangements at Melton Vale Sixth Form College 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.

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

The head of centre/senior leaders at Melton Vale Sixth Form College will ensure that the following principles are in place in relation to marking the work of candidates:

- A commitment to ensuring that whenever teaching staff mark candidates' work, that this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.
- All centre staff follow a robust Non-examination Assessment Policy (for the management of non-examination assessments). This policy details all procedures relating to non-examination assessments for relevant qualifications delivered in the centre, 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.
- A commitment to ensuring 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 mark(s), 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 their 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 teachers at Melton Vale Sixth Form College 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.

The head of centre/senior leader(s) at Melton Vale Sixth Form College will:

- 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 their work in meeting the published assessment criteria
- 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 (for some marked assessment materials, such as art work and recordings, inform the candidate that the originals will be shared under supervised conditions) within the period of time as specified (see Deadlines below)
- Provide candidates with sufficient time in order 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.
- Provide a clear deadline for candidates to submit a request for a review of the centre's marking and confirm understanding that requests must be made in writing and will not be accepted after this deadline (see Deadlines below)
- Require candidates to make requests for a review of centre marking by completing (in writing) the college's 'Internal Appeals' form (which is available on the college website and at the end of this policy) and submitting the form within 7 days of receiving copies of the requested materials, requests will not be accepted after this deadline.
- Allow sufficient time 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 for the submission of marks (see Deadlines below)
- 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 if there is any disagreement on the mark to be submitted to the awarding body.
- 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.

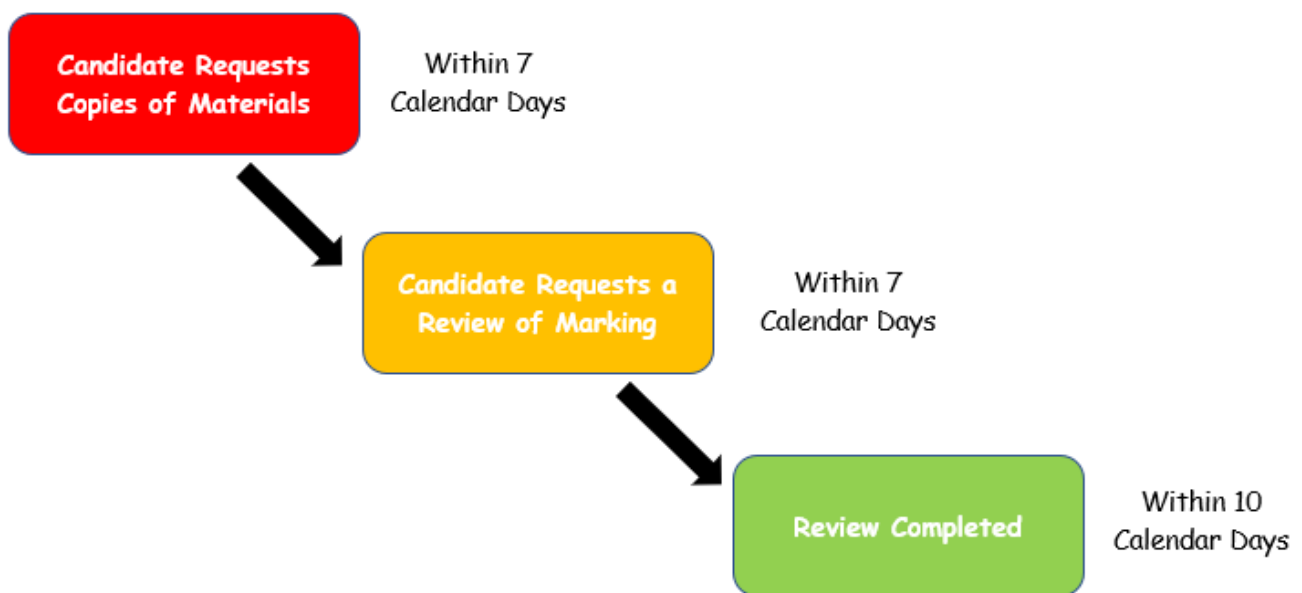
- Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

## Deadlines and timescales

**Step 1** Upon request, copies of materials will be made available to the candidate within 7 calendar days.

**Step 2** The deadline to request a review of marking must be made within 7 calendar days of the candidate receiving copies of the requested materials. Requests will not be accepted after this deadline.

**Step 3** The process for completing the review, making any changes to marks, and informing the candidate of the outcome will be completed within 10 calendar days, or sooner if the awarding body's deadline for the submission of mark is less than 10 calendar days.



## NEAs - Request of Materials Form

### Step 1

- Candidates 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. For some marked assessment materials, such as art work and recordings, the originals will be shared under supervised conditions.
- If you decide to request a review of marking, you will need to complete [Step 2](#) by filling out the '**Internal NEA Appeals Form - Review of Marking**' form and you will need to explain what they believe the issue to be.

<b>Candidate Name</b>		<b>Candidate Number</b>	
<b>Awarding body</b>		<b>Unit code</b>	
<b>Subject</b>		<b>Unit title</b>	

Please state the grounds for your request below.

*If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed*

#### **Appellant declaration**

By signing here, I am confirming I understand the purpose of the request of materials is to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body's specification and subject-specific associated documents.

Appellant signature:

Date of signature:

<b>For Centre Use only</b>	
Date Received	
Date Materials Sent	

**This form must be signed, dated, and returned to the exams officer (on behalf of the head of centre) to the timescale indicated in the relevant appeals procedure.**

# Internal NEA Appeals Form – Review of Marking

## Step 2

Appeal against an internal assessment decision

<b>Candidate Name</b>		<b>Candidate Number</b>	
<b>Awarding body</b>		<b>Unit code</b>	
<b>Subject</b>		<b>Unit title</b>	

Please state the grounds for your appeal below

*If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed*

### Appellant declaration

By signing here, I am confirming I understand the purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body's specification and subject-specific associated documents.

Appellant signature:

Date of signature:

<b>For Centre use only</b>	
<b>Date ROM Received</b>	
<b>Date Completed</b>	

**This form must be signed, dated, and returned to the exams officer (on behalf of the head of centre) to the timescale indicated in the relevant appeals procedure.**