



Da Vinci Academy
A L.E.A.D. Academy



Internal Appeals Policy



L.E.A.D. Academy Trust
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Policy Date: September 2022

Internal Appeals Policy

The Internal Appeals Policy is available from the Exams Office.

The purpose of the Internal Appeals Policy is to ensure the operation of an efficient internal appeals system which is in the best interest of candidates with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the internal appeals system to read, understand, and implement the Internal Appeals Policy.

The Internal Appeals Policy will be reviewed every year.

The Internal Appeals Policy is next due for review on 1st September 2023.

The Internal Appeals Policy will be reviewed by the Deputy Head Teacher and the Exams Officer. Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

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

Da Vinci Academy 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 Academy ensures that all centre staff follow a robust *Non-examination assessment policy* (for the management of GCSE/BTEC non-examination assessments).

This policy details all procedures relating to non-examination assessments, GCSE, Project qualifications (include any other qualifications delivered in your centre to which these procedures apply)), including the marking and quality assurance 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. Da Vinci Academy 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 standardization 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.

Da Vinci Academy 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.
- Inform candidates that they may request copies of materials 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, will promptly make them available to the candidate within 2 working days.
- Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- Provide a clear deadline for candidates to submit a request for a review of the Centre's marking. Requests will not be accepted after the deadline. Requests must be made in writing with 7 calendar days of receiving copies of the requested materials in letter format.
- The review will be carried out and any necessary changes to marks made. The candidate will be informed of the outcome before the awarding body's deadline.
- 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 the candidate and has no personal interest in the review.
- Instruct the reviewer to ensure that the candidates mark is consistent with the standard set by the centre.
- Inform the candidate in writing of the outcome of the review.

The outcome of the review will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies 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.

2) Appeals against the Centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal

This procedure confirms Da Vinci Academy's compliance with JCQ's *General Regulations for Approved Centres 2022-2023*, section 5.13 that the centre has in place "a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal..."

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

Candidates are informed of the arrangements for post-results services before they sit any exams and the accessibility of senior members of centre staff immediately after the publication of results by the Deputy Head teacher.

If the centre or a candidate has a concern and believes a result may not be accurate, a review of the result may be requested.

Reviews of Results (RoRs) offers three services.

- Service 1 – clerical re-check
- Service 2 – review of marking
- Service 3 – review of moderation (this service is not available to an individual candidate)

Written candidate consent is required in all cases before a request for a review of results service 1 or 2 is submitted to the awarding body as with these services candidates' marks and subject grades may be lowered. Candidate consent can only be collected after the publication of results.

If a concern is raised about a particular examination result by the Exams Officer, teaching staff, SLT and the Head of Centre, the centre will investigate the feasibility of requesting a review supported by the centre.

Where the centre does not uphold a request from a candidate, the candidate may pay the appropriate review of results fee to the centre, and a request will be made to the awarding body on the candidate's behalf.

If the candidate believes there are grounds to appeal against the Centre's decision not to support a review, an internal appeal can be submitted to the centre by letter at least 7 calendar days prior to the internal deadline for submitting a request for a review.

The appellant will be informed of the outcome of his/her appeal before the internal deadline for submitting a review of results.

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 review of results outcome, but the candidate 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 are not permitted to make direct representations to an awarding body.

Head Teacher

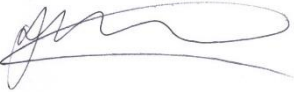
Date



September 2022

Deputy Head Teacher

Date



September 2022

Exams Officer

Date



September 2022