

# HIGHGATE

## Internal appeals procedure 2020

These procedures are reviewed annually to ensure compliance with current regulations

**Approved/reviewed by**

Deputy Head (Academic)

## Part 1: Appeals against internal assessment decisions for external qualifications

This procedure confirms Highgate's compliance with JCQ's *General Regulations for Approved Centres 2019-2020, 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 inform candidates of their centre assessed marks as a candidate is allowed to request a review of the centre's marking before marks are submitted to the awarding body."

Certain components of I/GCSE, GCE, Project and Pre-U qualifications (controlled assessments, coursework and non-examination assessments) that contribute to the final grade of the qualification are internally assessed (marked) by colleagues in the centre. The marks or result awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

Highgate 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.

This policy details all procedures relating to internal assessment for external qualifications, 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. Highgate 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 this appeals procedure to consider whether to request a review of the centre's marking.

1. Highgate 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. Highgate will inform candidates that they may request copies of materials (for example, a copy of their marked work [or supervised access to it, when it is impossible to provide a copy], the relevant specification, the mark scheme and any other associated, publicly available subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment. The requests should be made in writing to Deputy Head (Academic) within 2 calendar days of receiving marks.
3. Highgate will, having received a request for copies of materials, promptly make them available to the candidate.
4. Subsequent requests for reviews of marking must be made in writing by completing the internal appeals form and returning it to Deputy Head (Academic) within 2 calendar days of receiving copies of the requested materials. Fully detailed grounds of the appeal must be stated and a clear

indication provided whether the appeal is against the mark awarded or the process leading to the mark being awarded, or both. Candidates must explain the precise grounds of their appeal, referring to specific policies that they consider have been breached, or a specific part of the marking scheme that they believe has been misapplied. Candidates must declare all their grounds for the appeal, i.e. if their first appeal is unsuccessful, they cannot appeal on different grounds.

5. The Head of Centre (Mr Pettitt) will be made aware of any appeal.
6. Similarly to awarding bodies, the School will levy and administration fee of £50 for invoking the appeals procedure. By submitting the appeal you give permission for the fee to be added to the School fees invoice. The charge will be waived in the event of the appeal being successful.
7. Highgate will endeavour to carry out the review before the external deadline for submitting marks to the examination board.
8. Highgate 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. Where possible, Highgate will use a member of the academic staff; if nobody meets the criteria, an external assessor will be consulted.
9. Highgate will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
10. Candidates' marks are not automatically protected; therefore, following the review, they can be lowered, confirmed or raised. The outcome of the review is final, there is no further right of appeal.
11. The candidate will be informed in writing of the outcome of the review of the centre's marking.
12. The outcome of the review of the centre's marking will be made known to the head of centre. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Highgate and is not covered by this procedure.

