

# HIGHGATE

## Internal appeals procedure 2021-2022

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

Certain GCSE, GCE and other qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by Highgate and internally 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.

This procedure confirms Highgate's compliance with JCQ's **General Regulations for Approved Centres** (section 5.7) that the centre will:

- *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*

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 non-examination assessments for JCQ regulated GCE, GCSE iGCSE and 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. 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 their work, or that the assessor has not properly applied the marking standards to their marking, then they may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

Highgate will

1. 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 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. Access to original assessment material will not be granted. The requests should be made in writing to Deputy Head (Academic) within 2 working days of receiving marks.
3. having received a request for copies of materials, promptly make them available to the candidate.

4. require that 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 working days of receiving copies of the requested materials.
5. 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. Candidates must fully detail the grounds of the appeal and 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.
6. inform the Head of Centre (Mr Pettitt) of any appeal.
7. 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. Highgate will carry this out before the awarding body's deadline for the submission of marks.
8. 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 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. instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
10. inform the candidate in writing of the outcome of the review of the centre's marking.

Note:

- Similar to awarding bodies, the School will levy an 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.
- 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.
- 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. The awarding body will also be notified if the Highgate does not accept the outcome of the review.
- The moderation process carried out by the awarding bodies after they have received the centre assessed marks 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. This process is outside the control of Highgate and is not covered by this procedure.

