



Durham High School

Procedure for appeals relating to internal assessment decisions (centre assessed marks)

This policy applies to Senior Department and is published to parents and pupils

Reviewed: February 2024
Next review: February 2025

Introduction

Certain GCSE and A level qualifications and the Extended Project contain components of non-examination assessment (NEA) which are internally marked by Durham High School for Girls. The marks awarded (the internal assessment decisions) are submitted by the deadline to the awarding body for external moderation.

Durham High School for Girls (DHS) will:

- ensure that details of this appeals procedure are communicated and accessible to all candidates,
- inform candidates of their centre assessed marks before the deadline for submitting marks to the awarding body, to allow a candidate time to request a review of marking.

DHS ensures that all centre staff follow JCQ (Joint Council for Qualifications) Instructions for conducting non-examination assessments.

DHS 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.

Candidates' work will be marked by staff who have appropriate knowledge and skill, and who have been trained in this activity. DHS is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher is involved in marking candidates' work, internal standardisation will ensure consistency of marking.

Candidates will be informed of their centre assessed marks before the deadline for submitting marks to the awarding body. Only marks are given, not grades. No one is permitted to alter the work after the internal assessor has provided a mark to the candidate. The centre assessed mark could be changed during moderation by the awarding body and should therefore be considered provisional.

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 work, or that the assessor has not properly applied the marking standards, then the candidate may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

Overview of procedure for appeals relating to internal assessment decisions (centre assessed marks)

The procedure is described on the next page. The table below indicates **possible timescales** that may be followed at DHS. 'Days' listed are working days. **However, each Subject Department may be given discretion to apply the requirements in the most practical way.**

| Possible timescale | Internal assessor gives marks to candidate | |
|---------------------------|---|---|
| Day 1 | Candidate can request copies of marked work and assessment criteria. | Internal assessor makes materials available to the candidate, if requested. |
| Day 2 | | |
| Day 3 | | |
| Day 4 | Candidate decides if they wish to request a review of the centre's marking. To request a review, candidate must submit completed Internal Appeals form to Exams Officer by 4pm on the 5 th working day after receiving materials. | |
| Day 5 | | |
| Day 6 | | |
| Day 7 | | |
| Day 8 | | |
| Day 9 | | Review of marking conducted by a competent assessor with no previous involvement in the assessment for the component and no personal interest. Candidate informed in writing of the outcome. Head of centre informed. |
| Day 10 | | |
| Day 11 | | |
| Day 12 | | |
| Day 13 | | |
| Day 14 | Deadline for submitting marks to awarding body | |

Centre assessed marks - Appeals Procedure

Durham High School for Girls 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 (generally a copy of the marked work and the mark scheme or assessment criteria) to assist them in considering whether to request a review of the centre's marking, and the timescale for doing so
3. having received a request for materials, promptly make them available to the candidate. This will either be the originals viewed under supervised conditions or copies
4. inform candidates that if they request a review of the centre's marking they will need to explain on what grounds they wish to request a review
5. provide candidates with sufficient time, normally at least five working days, to allow them to review copies of materials and reach a decision
6. provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing by completing the **Internal Appeals form**, here candidates must explain on what grounds they wish to request a review
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, all 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 for the component in question and has no personal interest in the outcome of the review
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.

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

The awarding body will be informed if the centre does not accept the outcome of a review.

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.

This procedure is informed by the JCQ publications [Instructions for conducting non-examination assessments](#) (section 6.1), [Review of marking \(centre assessed marks\) suggested template for centres](#) and [Notice to Centres - Informing candidates of their centre assessed marks](#)



**43415 centre assessed marks
- Internal Appeals form**

| FOR CENTRE USE ONLY | |
|---------------------|--|
| Date received | |
| Received by | |

Please complete all white boxes on the form below:

| | | | |
|--------------------|--|----------------------|--|
| Candidate name | | | |
| Awarding body | | Exam component code | |
| Qualification type | | Exam component title | |
| Subject | | | |

Please state the grounds for your appeal below:

(If applicable, tick below)

I wish to request a review of the centre's marking

If necessary, continue on an additional page

Appellant signature:

Date of signature:

Outcome of review

If necessary, continue on an additional page

Reviewer signature:

Date of signature:

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 appeals procedure.