



Exams – Internal Assessment Appeals Policy 2023/24

Written By	Helen Whalley & Rhian Davies
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Approved and Signed by:	
Chair of Committee	
Headteacher (Head of Centre)	

Exams Internal Assessment Appeals Policy – Key Staff

Role	Name(s)
Head of Centre	Joe Barker
SLT - Exams	Rhian Davies
Exams Manager	Helen Whalley
Deputy Exams Officer	Jennita Residu
SENCo	Nuala Burke
Business Manager	Lisa Bower
IT Manager	Matt Slatter

Departments	Head of Department	Subjects
Arts	Helen Aspinall	<ul style="list-style-type: none"> • Art & Design • Drama • Music • Performing Arts • Creative Craft
English	Laurence Graves	<ul style="list-style-type: none"> • English Language • Film Studies
Humanities	Carly Ramsay Sarah Fern	<ul style="list-style-type: none"> • Travel and Tourism
Sports	Michael Stretton	<ul style="list-style-type: none"> • Dance • Health and Fitness • P.E. • Sports Studies
Technologies	Alex Purdie	<ul style="list-style-type: none"> • Creative iMedia • Design and Technology • DT Textiles (Fashion) • Enterprise and Marketing • Food and Cookery • Graphic Design • ICT • Photography

Appeals Against Internally Assessed Marks

This procedure confirms Marple Hall School compliance with JCQ's General Regulations for Approved Centres [GR¹](#) (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

Certain components of qualifications offered in the centre that contribute to the final grade of the qualification are internally assessed (marked) by the subject teacher. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

See Appendix 1 for submission dates 2023/24 and Appendix 2 for details of individual subject examination boards.

Marple Hall School 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.

Marple Hall School ensures that all centre staff follow a robust *Non-examination Assessment Policy* (for the management of GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments, 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. We are 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 internal assessment mark, if a candidate disagrees with the assessment decision made and marks awarded, they have the right to appeal this decision. Students are provided with a two stage appeal process, the decision at stage two is final.

Students may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in deciding whether to pursue an appeals process.

Marple Hall School will, having received a request for copies of materials, promptly make them available to the student within 1 school day.

The Process:

Stage 1 Review of Marking Request	<ul style="list-style-type: none"> • Candidate requests a review of marking in writing within 2 school days of receiving their mark by submitting a completed Internal Appeals Form (Appendix 3) • Marple Hall School will allow 2 school days for the review to be carried out and to inform the candidate of the outcome • The candidate will be informed either verbally or in writing of the outcome of the review • The Review of Marking will be completed by the original teacher assessor
Stage 2 Moderation of Review Request	<ul style="list-style-type: none"> • Candidate requests a Moderation of Review in writing within 1 school day of receiving Stage 1 outcome by submitting a completed Internal Appeals Form (Appendix 3) • Marple Hall School will allow 2 school days for the moderation of review to be carried out and to inform the candidate of the outcome • The candidate will be informed in writing of the outcome of the moderation review and the candidate marks will be submitted to the exam board. • The Moderation of review will be completed by the internal verifier or Curriculum Leader

If a candidate remains dissatisfied with the outcome of Stage 2, they should follow the centre's *Exams – Complaints Procedure*.

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.

¹ https://www.jcq.org.uk/wp-content/uploads/2023/09/Gen_regs_approved_centres_23-24_FINAL-1.pdf

Appendix 1. Deadlines for the submission of internally assessed components (2023/24)

Dates shown in red are provisional dates, pending publication of information from exam boards.

Season	Date	Awarding Body	Submission Details
Jan-24	14/12/2023	Pearson	Final date for the submission of marks and sample for BTEC Tech Awards .
	10/01/2024	OCR	Final date for the submission of marks for Cambridge Nationals .
Summer 2024	20/04/2024	Pearson	Final date for submission of marks for 1PE0/03 to Pearson.
	25/04/2024	WJEC	Final date for submission of marks to WJEC.
	30/04/2024	NCFE	Final date for submission of Graphic Design and Food & Cookery marks to NCFE.
	01/05/2024	Pearson BTEC	Final date for the submission of marks and sample for BTEC Tech Awards .
	05/05/2024	WJEC	Final date for submission of sample to be uploaded to Surpass.
	07/05/2024	AQA	Final date for the submission of marks for most subjects.
	08/05/2024	Pearson	Final date for submission of marks for 1PE0/04 to Pearson.
	15/05/2024	Pearson	Final date for submission of sample for 1PE0/04 to Pearson.
	15/05/2024	OCR	Final date for the submission of marks for Cambridge Nationals .
	15/05/2024	Pearson	Final date for submission of marks for most subjects to Pearson.
	24/05/2024	NCFE	Final date for submission of Health & Fitness marks to NCFE.
	31/05/2024	AQA	Final date for the submission of marks for Art & Design to AQA.
	14/06/2024	Asdan	Final date for the submission of assessment outcomes to the Asdan Portal.

Appendix 2. Subjects by Exam Board/Awarding Body (2023/24)

Awarding Body	Subject	QAN	Includes Internal Assessment?
AQA	Art (Fine Art)	601/8088/2	✓
AQA	Biology	601/8752/9	
AQA	Chemistry	601/8757/8	
AQA	Dance	601/8549/1	✓
AQA	Design Technology	603/0984/2	✓
AQA	Drama	601/8575/2	✓
AQA	English Language	601/4292/3	✓
AQA	English Literature	601/4447/6	
AQA	French	601/8157/6	
AQA	German	601/8159/X	
AQA	Italian	603/0985/4	
AQA	Music	601/8361/5	✓
AQA	Photography	601/8088/2	✓
AQA	Physics	601/8751/7	
AQA	Science – Combined	601/8758/X	
AQA	Spanish	601/8160/6	
Asdan	Personal and Social Effectiveness – Level 1	603/7505/X	✓
Asdan	Personal and Social Effectiveness – Level 2	603/7507/3	✓
NCFE	Award in Creative Craft using Art and Design	500/5959/2/ART	
NCFE	Food and Cookery	603/7014/2	✓
NCFE	Graphic Design	603/7011/7	✓
NCFE	Health and Fitness – Year 9	603/2650/5	✓
NCFE	Health and Fitness – Year 8	603/7007/5	✓
OCR	Creative iMedia	603/7090/7	✓
OCR	Enterprise and Marketing	603/7093/2	✓
OCR	Geography	601/8224/6	
OCR	Sport Studies	603/7107/9	✓
OCR	Additional Maths FSMQ	100/2548/0	
Pearson	Computer Science	601/8058/4	
Pearson	Design Technology: Textiles (Fashion)	603/0698/1	✓
Pearson	History	601/8092/4	
Pearson	Maths	601/4700/3	
Pearson	Physical Education	601/8161/8	✓
Pearson	Religious Studies	603/0063/2	
Pearson	Statistics	603/1084/4	
Pearson	BTEC Tech Award in Music Practice	603/7055/5	✓
Pearson	BTEC Tech Award in Travel and Tourism	603/7048/8	✓
WJEC	Film Studies	603/0889/8	✓
WJEC	ICT Technical Award	603/7018/X	✓

Appendix Three

Internal Assessment Appeals Form

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Please tick box to indicate the nature of your appeal and complete all boxes on the form below (Note: the preceding stage must have been completed in order to progress to the next stage).

- Stage 1. Review of Marking Request
- Stage 2. Moderation of Marking Request

Candidate name		Date of birth	
Awarding body		Unit code	
Qualification		Unit Title	
Please state the grounds for your appeal below:			
<i>(If necessary continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed by hand)</i>			
Appellant Signature:		Date of Signature:	

This form must be signed, dated and returned to the Exams Team, Data, Exams & Assessment office, Isherwood Building. Or submitted electronically to exams@marplehall.stockport.sch.uk