
Farmor's School Protocol

Subject: Internal appeals protocol

Date Reviewed: January 2025

SLT Responsible: Emma White

Link Policies: Examinations Policy

Reviewed and approved by appropriate members of the senior leadership team to ensure that it is fit for purpose and compatible with the existing policies and procedures of the centre. The review should be repeated at regular intervals and kept up to date.

Due for Review: January 2026

1. Appeals against internal assessment decisions

Farmor's 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. Farmor's school ensures that all centre staff follow a robust Non-examination assessment protocol (for the management of GCE, GCSE, Cambridge Nationals, ELC, BTEC, Project and WJEC Eduqas vocational non-examination assessments). This protocol details all procedures relating to non-examination assessments, 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 and do not have any potential conflicts of interest. Farmor's School 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 marking standards 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.

Farmor's School 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. Exam Board deadlines shown in table 1.

Farmor's School will inform candidates that they may request copies of materials (generally, as a minimum, a copy their marked assessment material (work) and the mark scheme or assessment criteria plus additional materials which may vary from subject to subject) to assist them in considering whether to request a review of the centre's marking of the assessment.

Farmor's School will 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 work submitted.

Farmor's School will, having received a request for copies of materials, promptly make them available to the candidate within 2 calendar days (or for some marked assessment materials, such as art work and recordings, inform the candidate that these will be shared under supervised conditions).

Farmor's School will inform candidates they will not be allowed access to original assessment material unless supervised.

Farmor's School will provide candidates with sufficient time to allow them to review copies of materials and reach a decision, informing candidates that if their decision is to request a review they will need to explain what they believe the issue to be.

Farmor's School will 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.

Requests for reviews of marking must be made in writing within 2 calendar days of receiving copies of the requested materials:

1. Appeals should be made as early as possible in order to ensure that the internal appeals process is completed prior to the submission of centre marks to the awarding body.
2. Appeals must be made using the Internal appeals form below and candidates must explain on what grounds they wish to request a review. The form must be sent to Rachael Mundy, the Examinations Officer (rmundy@farmors.gloucs.sch.uk).
3. The Head of Centre will appoint a member of the Senior Leadership Team to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.

4. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific associated documents.
5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.
6. Farmor's School will allow 5 days 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.
7. Farmor's School 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.
8. Farmor's School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Farmor's School will 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 body 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.

Non-Examined Assessment – Deadline Dates for NEA marks to be submitted to Exam Boards:

Table 1

Date	Board/Subject
5 th May 2025	WJEC- GCSE Music and Design & Technology
7 th May 2025	AQA – GCSE Drama. English Spoken Language endorsement, Media Studies
15 th May 2025	WJEC- EPQ AQA - A Level English Language & Literature AQA – A Level Computer Science AQA – A-Level Geography, PE AQA- ELC/FS Maths & English AQA – A-Level Physics practical endorsement OCR- A Level Biology & Chemistry practical endorsement WJEC- A level Media studies Edexcel – A Level History, English Literature OCR Nationals- Health & Social Care OCR– Food Preparation & Nutrition GCSE Edexcel- BTEC Sport
31 st May 2025	AQA – GCSE & GCE Art & Design (Fine Art & Photography) AQA- GCSE & GCE Physical Education (2 weeks before moderation visit) WJEC Art & Design (Textiles) GCE & GCSE WJEC- Design & Technology GCE

2. Appeals procedure against centre decisions not to support an application for a clerical re-check, a review of marking, a review of moderation or an appeal

Following the issue of results awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the exams officer.

Candidates are also informed of the arrangements for post-results services and the availability of senior members of centre staff immediately after the publication of results, before they sit any exams

If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, a review about the result may be considered.

Review 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)

Access to Scripts (ATS):

- Copies of scripts to support reviews of marking
- Copies of scripts to support teaching and learning

Written candidate consent is required before a request for RoR service 1 or 2 is submitted to the awarding body as with these services candidates' marks and subject grades may be lowered. Forms to complete a RoR will be made available on results day and will be available from the Exams Office and on the website. Where a place at university or college is at risk, Farmor's school would consider supporting a request for a Priority Service 2 review of marking

If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support a review, an appeal can be submitted to the centre using the **internal appeals form** at least **one week prior** to the internal deadline for submitting a Review of Results enquiry (RoR).

Where the head of centre is satisfied after receiving the RoR outcome, but the candidate (or his/her parent/carer) 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 or parents/carers are not permitted to make direct representations to an awarding body.

The **internal appeals form** should be completed and submitted to the centre within **10 calendar days** of the notification of the outcome of the RoR. Subject to the head of centre's decision, this will allow the centre to process an appeal and submit to the awarding body within the required 14 calendar days. Awarding body fees which may be charged for the appeal must be paid by the appellant on submission of the internal appeals form. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

3. Appeals against decisions to reject a candidate's work on the grounds of malpractice

The JCQ Information for candidates documents (Coursework, Non-examination assessments, Social media) which are distributed to all candidates prior to relevant assessments taking place, inform candidates of the things they must and must not do when they are completing their work.

Farmor's School ensures that those members of teaching staff involved in the direct supervision of candidates producing work for assessments are aware of the potential for malpractice.

Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication does not need to be reported to the awarding body but will be dealt with in accordance with the centre's internal procedures. The only exception to this is where the awarding body's confidential assessment material has potentially been breached. The breach will be reported to the awarding body immediately.

If there are doubts about the authenticity of the work of a candidate or irregularities are identified in a candidate's work before the candidate has signed the declaration of authentication/authentication statement (where required) and malpractice is suspected, Farmor's School will:

- follow the authentication procedures and/or malpractice instructions in the relevant JCQ document (Instructions for conducting non-examination assessments/Instructions for conducting coursework) and any supplementary guidance that may be provided by the awarding body. If a teacher suspects a candidate of using Artificial Intelligence prior to them signing the NEA declaration form, the candidate will be informed and the allegation will be explained. If the candidate accepts that malpractice has occurred, the candidate may be given the opportunity repeat the assignment.

Where this may lead to the decision to not accept the candidate's work for assessment or to reject a candidate's coursework on the grounds of suspected malpractice, the affected candidate will be informed of the decision.

If a candidate who is the subject of the decision disagrees with the decision:

- a written request, setting out as clearly and concisely as possible the grounds for the appeal including any further evidence relevant to supporting the appeal, should be submitted
- an internal appeals form should be completed and submitted within 10 calendar days of the decision being made known to the appellant

The appellant will be informed of the outcome of the appeal within 20 calendar days of the appeal being received and logged by the centre.

4. Appeals regarding centre decisions relating to access arrangements and special consideration

Access arrangements and reasonable adjustments

In accordance with the regulations, Farmor's School:

- recognises its duty to explore and provide access to suitable courses. Through the access arrangements process it will submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates.
- complies with its responsibilities in identifying, determining and implementing appropriate access arrangements and reasonable adjustments

Failure to comply with the regulations has the potential to constitute malpractice which may impact on a candidate's result(s).

Examples of failure to comply include:

- putting in place access arrangements/adjustments that are not approved
- failing to consider putting in place access arrangements (which may be a failure to comply with the duty to make reasonable adjustments)
- permitting access arrangements/adjustments within the centre which are not supported by appropriate evidence
- charging a fee for providing reasonable adjustments to disabled candidates

Special consideration

Where Farmor's School has appropriate evidence signed by a member of the senior leadership team to support an application, it will apply for special consideration at the time of the assessment for a candidate who is affected by adverse circumstances their control when the issue or event has had, or is reasonably likely to have had, a material effect on the candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Centre decisions relating to access arrangements, reasonable adjustments and special consideration

This may include Farmor's School decision not to make/apply for a specific reasonable adjustment or to apply for special consideration, in circumstances where a candidate does not meet the criteria for, or there is no evidence/insufficient evidence to support the implementation of an access arrangement/reasonable adjustment or the application of special consideration.

Where Farmor's School makes a decision in relation to the access arrangement(s), reasonable adjustment(s) or special consideration that apply for a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied with its responsibilities or followed due procedures, a written request setting out the grounds for appeal should be submitted
- An internal appeals form should be completed and submitted within **10 calendar days** of the decision being made known to the appellant.

To determine the outcome of the appeal, the head of centre will consult the respective JCQ publication to confirm the centre has complied with the principles and regulations governing access arrangements and/or special consideration and followed due procedures.

The appellant will be informed of the outcome of the appeal within 20 calendar days of the appeal being received and logged by the centre.

If the appeal is upheld, Farmor's School will proceed to implement the necessary arrangements/submit the necessary application.

5. Appeals regarding centre decisions relating to other administrative issues

Circumstances may arise that cause Farmor's School to make decisions on administrative issues that may affect a candidate's examinations/assessments.

Where Farmor's School may make a decision that affects a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied the regulations or followed due process, a written request setting out the grounds for appeal should be submitted

·An internal appeals form should be completed and submitted within 10 calendar days of the decision being made known to the appellant.

The appellant will be informed of the outcome of the appeal within 20 calendar days of the appeal being received and logged by the centre.

Internal appeals form

This form should be completed in all cases to lodge an appeal.

Please tick to indicate what the appeal is against:

- ☐ **internally assessed marks**
- ☐ **the centre decision not to support a review of results**
- ☐ **a decision to reject candidate's work on the grounds of malpractice**
- ☐ **access arrangements and special consideration**
- ☐ **other administrative issues**

Name of appellant		Candidate name if different to appellant	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below:

Continue overleaf if necessary

Appeal against internally assessed marks

Appellant declaration

By signing here, I am confirming I understand the purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body's specification and subject-specific associated documents. I also understand the appeal may only be made against the assessment process not against the mark to be submitted by the centre for moderation by the awarding body.

Signature:

Date of signature:

Appeal against the centre decision not to support a review of results or rejecting work on the grounds of malpractice

Appellant declaration

By signing here, I am confirming I feel there are grounds to appeal against the centre's decision.

Signature:

Date of signature:

Appeal against access arrangements, special consideration or other administrative decisions

Appellant declaration

By signing here, I am confirming I understand that the grounds for my appeal must relate to the awarding body's procedures or the application of the post-result service procedures. I also understand that appeals do not generally involve further reviews of marking candidates' work. I also confirm that I will pay in advance any fees which may be charged by the awarding body for the appeal. I understand this fee will be refunded if the appeal is upheld.

Signature:

Date of signature:

The appellant declaration against the relevant appeal must be signed, dated and returned to the Examinations Officer, on behalf of the head of centre, to the timescale indicated in the internal appeals procedure.

Further guidance to inform and implement appeals procedures

JCQ publications

- General Regulations for Approved Centres <https://www.jcq.org.uk/exams-office/general-regulations>
- Post-Results Services <https://www.jcq.org.uk/exams-office/post-results-services>
- JCQ Appeals Booklet <https://www.jcq.org.uk/exams-office/appeals>
- Notice to Centres – informing candidates of their centre assessed marks <https://www.jcq.org.uk/exams-office/non-examination-assessments>

Ofqual publications

- GCSE (9 to 1) qualification-level conditions and requirements <https://www.gov.uk/government/publications/gcse-9-to-1-qualification-level-conditions>
- GCE qualification-level conditions and requirements <https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements>