



Internal Appeals Procedure (Internal assessment decisions)(Exams)

Croydon High School

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Centre name	Croydon High School
Centre number	14318
Date procedure first created	01/11/2023
Current procedure approved by	Ben Rew
Current procedure reviewed by	Grace Lewis
Date of next review	31/10/2024

Key staff involved in the procedure

Role	Name
Head of centre	Annabel Davies
Senior leader(s)	Ben Rew
Exams officer	Grace Lewis
Other staff (if applicable)	Lynn Martin

This procedure is reviewed and updated annually to ensure that appeals against internal assessment decisions (centre assessed marks) at Croydon High School are managed in accordance with current requirements and regulations in the JCQ publications **General Regulations for Approved Centres (GR 5.7)**, **Instructions for**

conducting non-examination assessments (ICNEA 6.1). This procedure is also informed by the JCQ publications **Reviews of marking (centre assessed marks) suggested template for centres** and **Notice to Centres - Informing candidates of their centre assessed marks**.

Introduction

Certain qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by Croydon High School and internally reviewed/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.

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.

The qualifications delivered at Croydon High School containing components of non-examination assessment/units of coursework are:

AQA

GCSE English Language 8700/C Spoken Endorsement (internally assessed, 0% of qualification)
GCSE Physical Education 8582/C (internally assessed, externally moderated)
Level 2 Higher Project Qualification 7992 (internally assessed, externally moderated)
A Level Chemistry 7405 Practical Endorsement (internally assessed, 0% of qualification)
A Level Drama 7262/C Creating Drama (internally assessed, externally moderated)
A Level English Language 7702/C Language in action (internally assessed, externally moderated)
A Level English Literature 7712/C Independent critical study (internally assessed, externally moderated)
A Level French 7652/3T Speaking (Teacher conducted, externally assessed)
A Level German 7662/3T Speaking (Teacher conducted, externally assessed)
A Level Spanish 7692/3T Speaking (Teacher conducted, externally assessed)
A Level History 7042/C Historical Investigation (internally assessed, externally moderated)
Level 3 Extended Project Qualification (internally assessed, externally moderated)

CAIE

IGCSE English Literature 0992/05 Coursework (internally assessed, externally moderated)

Pearson Edexcel

GCSE Art and 3D Design 1FA0/01 (Fine Art), 1TD0/01 (3D Design), 1AD/01 (Art & Design) Personal Portfolio (internally assessed, externally moderated)
GCSE Art and 3D Design 1FA0/02, (Fine Art), 1TD0/02 (3D Design), 1AD/02 (Art & Design) Externally Set Assignment (internally assessed, externally moderated)
GCSE Music 1MU0/01 Performing (internally assessed, externally moderated)
GCSE Music 1MU0/02 Composing (internally assessed, externally moderated)
IGCSE French 4FR1/03 Speaking (internally assessed, externally moderated)
IGCSE German 4GN1/03 Speaking (internally assessed, externally moderated)
IGCSE Spanish 4SP1/03 Speaking (internally assessed, externally moderated)
A Level Art and 3D Design 9FA0/01 (Fine Art), 9TD0/01 (Personal Portfolio, (internally assessed, externally moderated)
A Level Art and 3D Design 9FA0/02, (Fine Art), 9TD0/02 (3D Design) Externally Set Assignment (internally assessed, externally moderated)
A Level Music Technology 9MT0/01 Recording (externally assessed), 9MT0/02 Technology-based composition

OCR

A Level Biology H420/4 Practical Endorsement (internally assessed, 0% of qualification) A Level Physics H556/4 Practical Endorsement (internally assessed, 0% of qualification)

A Level Geography H481/4 Investigative Geography (internally assessed, externally moderated) A Level Physical Education H555/5 Performance in Physical Education (internally assessed, externally moderated), H555/6 Evaluating and Analysing Performance for Improvement (internally assessed, externally moderated)

WJEC Eduqas

GCSE Drama C690U10-1 Devising Theatre (internally assessed, externally moderated)

GCSE Drama C690U20-1 Performing from a Text (internally assessed, externally moderated)

A Level Music A660PU10-1 Performing (externally assessed by a visiting examiner)

A Level Music A660PU20-1 Composing (externally assessed by WJEC EDUQAS)

Purpose of the procedure

The purpose of this procedure is to confirm the arrangements at Croydon High School for dealing with candidate appeals relating to internal assessment decisions.

This procedure ensures compliance with JCQ regulations which state that centres must:

- have in place and be available for inspection, 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

Principles relating to centre assessed marks

The head of centre/Deputy Head (Academic) at Croydon High School will ensure that the following principles are in place in relation to marking the work of candidates:

- A commitment to ensuring that whenever teaching staff mark candidates' work, that this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.
- All centre staff follow a robust Non-examination Assessment Policy (for the management of nonexamination assessments). This policy details all procedures relating to non-examination assessments for relevant qualifications delivered in the centre, 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.
- A commitment to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher/tutor is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.
- On being informed of their centre assessed mark(s), if candidates believe 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 internal appeals procedure below to consider whether to request a review of the centre's marking.

Procedure for appealing internal assessment decisions (centre assessed marks)

The head of centre/ Deputy Head (Academic) at Croydon High 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.
- 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.
- 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.
- Provide a clear deadline for candidates to submit a request for a review of the centre's marking and confirm understanding that requests must be made in writing and will not be accepted after this deadline (see **Deadlines** below)
- Require candidates to make requests for a review of centre marking by submitting an appeal in writing to the Head of Centre.
- 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 (see **Deadlines** below)
- 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.
- Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- Inform the candidate in writing of the outcome of the review of the centre's marking.
- Ensure the outcome of the review of the centre's marking is 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
- Ensure a written record of the review is kept and made available to the awarding body upon request.
- Ensure the awarding body is informed if the centre does not accept the outcome of a review.

Deadlines and timescales

- The deadline to request a review of marking must be made within 5 school days of the candidate receiving copies of the requested materials.

- The process for completing the review, making any changes to marks, and informing the candidate of the outcome will be completed before the awarding body's deadline for the submission of marks