

BANBRIDGE ACADEMY

INTERNAL APPEALS POLICY

2022/23

This procedure is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
A Hanlon/R McLoughlin	
Date of next review	October 2023

Key staff involved in the procedure

Role	Name(s)
Head of centre	Mr R McLoughlin
Senior leader(s)	Mr A Hanlon, Mr J Clarke
Exams officer	Mr A Hanlon
Assistant Exams officer	Mr B O'Shaughnessy
ALS lead/SENCo	Mr J Clarke

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Purpose of the procedure

This procedure confirms Banbridge Academy's compliance with JCQ's **General Regulations for Approved Centres** (section 5.3x) that the centre will:

- have in place and available for inspection a written internal appeals procedure which must cover at least appeals regarding internal assessment decisions, post-result services and appeals, and centre decisions relating to access arrangements and special consideration

Appeals relating to internal assessment decisions (centre assessed marks)

Certain GCSE, GCE and other qualifications contain components of controlled assessment (or units of coursework) which are internally assessed (marked) by Banbridge Academy 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 Banbridge Academy'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

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](#)

Banbridge Academy 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.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Banbridge Academy 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.

1. Banbridge Academy will inform candidates of their centre assessed marks **prior to external moderation by Awarding Organisations**, so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Banbridge Academy will provide candidates with sufficient time (**three calendar days**) in order to allow them to review copies of materials and reach a decision. These materials will be a copy of the candidate's work and the assessment criteria. Banbridge Academy will, having received a request for copies of materials, promptly make them available to the candidate.

3. A candidate who wishes to request a review of marking must complete the form at the link below. Requests can only be made through the form in the link below. **Pupils must be signed into their school c2k account to access the form:**

[Request For Review Of Marking Form](#)

4. Banbridge Academy 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.
5. Banbridge Academy will inform the candidate in writing of the outcome of the review of the centre's marking.
6. The outcome of the review of the centre's marking will be made known to the Head Of Centre. A written record of the review will be kept and made available to the awarding body upon request.

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.**

Appeals relating to post-results services

This procedure confirms Banbridge Academy's compliance with JCQ's **General Regulations for Approved Centres** (section 5.13) that the centre will:

- have available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support an online 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. Details of these services, including fees and deadlines are issued to candidates in their results envelopes on results day. The cost of post-results services will be paid by the candidates/parents/carers.

Candidates are also made aware of the arrangements for post-results services prior to the issue of results through the school website and pupil app. A dedicated email account, postresults@banbridgeacademy.org.uk is made available to candidates during the post-results period through which candidates can submit queries about results and post-results services and seek help/advice if necessary on the submission of reviews of marking.

When the centre supports a concern that a particular result may not be accurate, the centre will process the relevant post-results request to the Awarding Organisation. Written candidate consent is required in all cases before a request for a RoR (Review Of Results) service is submitted to the awarding body. Consent is required to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded. Candidate consent must only be collected after the publication of results.

For any moderated components that contributed to the final result, the centre will:

- confirm that a review of moderation cannot be undertaken on the work of an individual candidate or the work of candidates not in the original sample submitted for moderation
- consult the moderator's report/feedback to identify any issues raised
- determine if the centre's internally assessed marks have been accepted without change by the awarding body – if this is the case, a RoR service 3 (Review of moderation) will not be available
- determine if there are any grounds to submit a request for a review of moderation for the work of all candidates in the original sample. All candidates must be in agreement

Following the RoR outcome, where the candidate (or his/her parent/carer) remains dissatisfied and believes there are grounds for a preliminary external appeal to the awarding body, a request may be made to the Head of Centre within **7 calendar days** to apply for the external appeals process using the form below:

[Review Of Results Internal Appeals Form](#)

The external appeals process is available if the Head of Centre also remains dissatisfied with the RoR outcome and believes there are grounds for appeal. The JCQ publications **Post-Results Services** and **JCQ Appeals Booklet** (A guide to the awarding bodies' appeals processes) will be consulted to determine the acceptable grounds for a preliminary appeal.

Subject to the Head of Centre's decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required **30 calendar days** of the awarding body issuing the outcome of the RoR process. Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the exams officer). 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.

Appeals regarding centre decisions relating to access arrangements and special consideration

This procedure confirms Banbridge Academy's compliance with JCQ's **General Regulations for Approved Centres** (section 5.3x) that the centre will:

- have in place and available for inspection a written internal appeals procedure which must cover at least appeals regarding centre decisions relating to access arrangements and special consideration

Banbridge Academy will:

- comply with the principles and regulations governing access arrangements and special consideration as set out in the JCQ publications **Access Arrangements and Reasonable Adjustments** and **A guide to the special consideration process**
- ensure that all staff who manage and implement access arrangements and special consideration are aware of the requirements and are appropriately supported and resourced

This procedure is informed by the JCQ publications [A guide to the awarding bodies' appeals processes](#) (section 3), [Suspected Malpractice: Policies and Procedures](#) (section 3.3), [General Regulations for Approved Centres](#) (section 5.4), [Access Arrangements and Reasonable Adjustments](#) (Importance of these regulations) and [A guide to the special consideration process](#) (sections 1, 2, 6)

Access arrangements and reasonable adjustments

In accordance with the regulations, Banbridge Academy:

- recognises its duty to explore and provide access to suitable courses, through the access arrangements process 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 have 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

Special consideration

Where Banbridge Academy can provide evidence to support an application, it will apply for special consideration at the time of the assessment for a candidate who has temporarily experienced illness, injury or some other event outside of 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 Banbridge Academy's 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 Banbridge Academy 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 for access arrangements/special consideration** should be completed and submitted within **7 calendar days** of the decision being made known to the appellant. The form below should be used:

[Access Arrangements/Special Consideration Internal Appeals Form](#)

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 **7 calendar days** of the appeal being received and logged by the centre].

If the appeal is upheld, the appellant will be informed in writing and the school will proceed to implement the necessary arrangements/submit the necessary application.