



Title:	Appeals Procedure for Assessment Practice
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## Internal Appeals Procedure

Key staff involved in contingency planning

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## Purpose of the procedure

This procedure confirms Learning4life-gy's compliance with JCQ's **General Regulations for Approved Centres** (section 5.3z, 5.8) 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.
- Draw to the attention of candidates and their parents/carers its written appeals procedure.

This procedure covers appeals relating to:

- Internal assessment decisions (centre assessed marks)
- Centre decisions not to support an application for clerical re-check, a review of marking, a review of moderation or an appeal
- Centre decisions relating to access arrangements and special consideration
- Centre decisions relating to other administrative issues

## Appeals relating to internal assessment decisions (centre assessed marks)

Certain GCSE, GCE and other qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by Learning4life-gy 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 Learning4life-gy'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

### **Deadlines for the submission of marks**

To be checked by Curriculum Lead each exam series where applicable.

Learning4life-gy 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.

Learning4life-gy ensures that all centre staff follow a robust Non-examination Assessment Policy (for the management of non-examination assessments). This policy details all procedures relating to all non-examination, 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. Learning4life-gy 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/tutor is 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 the appeals procedure below to consider whether to request a review of the centre's marking.

Learning4life 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 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.
3. inform candidates that they may request copies of materials (generally as a minimum, a copy of the 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
4. having received a request for copies of materials, promptly make them available to the candidate (or for some marked assessment materials, such as artwork and recordings, inform the candidate that the originals will be shared under supervised conditions) within 5 working days or as soon as is practicable.
5. inform candidates they will not be allowed access to original assessment material unless supervised
6. 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
7. 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 within 7 calendar of receiving copies of the requested materials by completing the **internal appeals form**
8. allow 14 calendar 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 for the submission of marks
9. 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
10. instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre
11. 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 Principal 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.

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](#)

## Appeals relating to centre decisions not to support an application for clerical recheck, a review of marking, a review of moderation or an appeal

This procedure confirms Learning4life-gy 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. A form is on the website outlining the options for a clerical re-check, a review of marking, a review of moderation or an appeal. Any charges will be discussed at the time of request.

Candidates are also made aware of the arrangements for post-results services prior to the issue of results. Candidates are also informed of the periods during which senior members of centre staff will be available/accessible immediately after the publication of results so that results may be discussed, and decisions made on the submission of reviews of marking. The process for candidates is handed out during induction.

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

The JCQ post-results services currently available are detailed below.

### **Review of Results (RoRs):**

- Service 1 (Clerical re-check)  
This is the only service that can be requested for objective tests (multiple choice tests)
- Service 2 (Review of marking)
- Priority Service 2 (Review of marking)  
This service is available for externally assessed components of both unitised and linear GCE A level specifications (an individual awarding body may also offer this priority service for other qualifications)
- 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

Where a concern is expressed that a particular result may not be accurate, the centre will look at the marks awarded for each component part of the qualification alongside any mark schemes, relevant result reports, grade boundary information etc. when made available by the awarding body to determine if the centre supports any concerns.

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

1. Where a place at college is at risk, consider supporting a request for a Priority Service 2 review of marking
2. In all other instances, consider accessing the script by:
  - a. (where the service is made available by the awarding body) requesting a copy of the candidate's script to support a review of marking by the awarding body deadline or
  - b. (where the option is made available by the awarding body) viewing the candidate's marked script online to consider if requesting a review of marking is appropriate
3. Collect informed written consent/permission from the candidate to access his/her script
4. On access to the script, consider if it is felt that the agreed mark scheme has been applied correctly in the original marking and if the centre considers there are any errors in the marking
5. Support a request for the appropriate RoR service (clerical re-check or review of marking) if any error is identified
6. Collect informed written consent from the candidate to request the RoR service before the request is submitted
7. Where relevant, advise an affected candidate to inform any third party (such as a college) that a review of marking has been submitted to an awarding body]

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for a RoR service 1 or 2 (including priority service 2) 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]

Where a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking or a review of moderation, the centre will:

- For a review of marking (RoR priority service 2), advise the candidate he/she may request the review by providing informed written consent (and the required fee) for this service to the centre by the deadline set by the centre



- For a review of marking (RoR service 1 or 2), first advise the candidate of the fees by the deadline set by the centre by providing informed written consent (and the required fee for this service) for the centre to submit this request
- Inform the candidate that a review of moderation (RoR service 3) cannot be requested for the work of an individual candidate or the work of a candidate not in the original sample]

If the candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision not to support a review of results, an internal appeal can be submitted to the centre by completing the **internal appeals form** 10 days prior to the internal deadline for submitting a request for a review of results.

The appellant will be informed of the outcome of his/her appeal.

Following the RoR outcome, an external appeals process is available if the Principal remains dissatisfied with the 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.

Where the Principal 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 Principal. Following this, the Principal'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 7 calendar days of the notification of the outcome of the RoR. Subject to the Principal'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 review of results 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 Learning4life-gy compliance with JCQ's **General Regulations for Approved Centres** (section 5.3z) 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

Learning4life-gy 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

### Access arrangements and reasonable adjustments

In accordance with the regulations, Learning4life-gy:

- 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
- charging a fee for providing reasonable adjustments to disabled candidates.

### Special consideration

Where Learning4life-gy has appropriate evidence signed off 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 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 Learning4life-gy 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 Learning4life-gy 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, following the internal appeals process

To determine the outcome of the appeal, the Principal 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 10 working days

If the appeal is upheld, Learning4life-gy will proceed to implement the necessary arrangements/submit the necessary application.

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)

## Appeals regarding centre decisions relating to other administrative issues

Circumstances may arise that cause Learning4life-gy to make decisions on administrative issues that may affect a candidate's examinations/assessments.

Where Learning4life-gy 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 working days of the decision being made known to the appellant.

The appellant will be informed of the outcome of the appeal within 10 working days of the appeal being received and logged by the centre.

This procedure is informed by the JCQ publication [A guide to the awarding bodies' appeals processes](#) (chapter 7)

## Appealing an AQA GCSE decision

### Who can appeal

You can submit an appeal to us if you are a:

- Head of centre
- Private candidate
- Centre staff member who has been subject to malpractice sanctions.

If you're a student or parent and you'd like to appeal, please contact your school or college.

### What you can appeal against

You can use our appeals process for:

1. Exam and non-exam assessment (NEA) results. You can only make an appeal if you've already requested and received the outcome of a review of marking or a review of moderation. Appeals should focus on whether an awarding body has:
  - a) used procedures that were consistent with regulatory requirements.
  - b) applied its procedures properly and fairly in arriving at judgements.
  - c) properly applied the mark scheme.

2. Malpractice decisions – when we have applied a malpractice penalty.
3. Access arrangements and special consideration decisions – if we’ve declined your application or you disagree with the level of adjustment made.

## **Fees**

You will be charged a fee for each stage of the appeals process:

- Stage 1: preliminary stage £120.05
- Stage 2: appeal hearing £205.80

For review of marking appeals, you will be charged per individual candidate at the component/unit level.

You will not be charged if your appeal is upheld at either stage. If you do need to pay, we’ll send you an invoice when the appeals process is complete.

If you are a private candidate you will be required to make payment before your appeal can be started. Once we receive your application we will get in contact with you to let you know how payment can be made.

## **Stages of an appeal**

There are two stages to the appeals process, the preliminary stage and appeal hearing.

Stage 1: preliminary stage

The preliminary stage is the first step of the appeals process.

You need to submit your preliminary appeal application within:

- 30 days of receiving the outcome of the review of marking or moderation; or
- 14 days of receiving the original access arrangements or special consideration decision.

When submitting your appeal, you must clearly set out the grounds for appeal.

We’ll use regulatory documentation to evaluate your grounds for appeal. If your appeal goes ahead, we’ll confirm this to you in writing. A member of staff with no previous involvement in the case will investigate it and we’ll send you a report of the outcome.

For appeals made on the grounds of an unreasonable application of the mark scheme, we’ll commission a review and report from a senior examiner who will be provided with your grounds of appeal.

We aim to complete our investigation within six weeks of receiving your application.

## Stage 2: appeal hearing

If you're unhappy with the outcome of the preliminary stage, you can request an appeal hearing.

You must have completed the preliminary stage in order to proceed to an appeal hearing. You need to submit your appeal hearing application within 14 days of receiving the preliminary stage outcome.

The appeal will be heard by an appeal panel which will include one independent member. We'll contact you to arrange a suitable date for the hearing and all hearing documentation will be circulated to you a week before the hearing takes place.

If you're still unhappy with the outcome, you can make a further appeal to Ofqual's [exam procedures review service](#)

## How to make an appeal

You can submit an appeal to us using our online application form.

Before you start, make sure you have the following information ready:

- Centre name
- Contact details
- Exam series, specification and unit code
- Candidate name(s) and number(s) – not needed if the appeal is for a full cohort
- Your statement which explains your reasons for appealing
- Any files (under 9MB each) that can be uploaded to support your appeal – this is optional.

You can start the application for an appeal through the following link  
[/www.aqa.org.uk/exams-administration/after-results/post-results/appeals](http://www.aqa.org.uk/exams-administration/after-results/post-results/appeals)

If you need help or you'd like to make an appeal related to teacher malpractice, please email [appeals@aqa.org.uk](mailto:appeals@aqa.org.uk)

## Appendix 1: Learning4life-gy internal appeal process

### 1. Objectives

- Staff and learners are partners in the learning and assessment process.
- Assessment and verification should be undertaken in line with relevant Awarding Organisation requirements.
- The involvement of staff in the Assessment appeal procedure shall comply with the requirements of the relevant Awarding Organisation.
- Equal opportunity for all learners.

### 2. Scope

- Applicable to all students and staff.
- For all appeals/enquires relating to external assessments/examinations such as GCSE refer to the Exams Policy.

#### 2.1. Grounds for appeal

**2.1.1** That there were alleged irregularities in the conduct of the assessment. For example, inaccurate marking, alleged discrimination, or unfairness.

**2.1.2** That there were circumstances affecting the learner, which Learning4life-GY staff were responsible.

**2.1.3** Where assessment decisions made internally contribute to the gaining of an award by a learner, assessment decisions must be confirmed by the Lead IV/IQA. Until this confirmation is given there can be no appeal.

### 3. Responsibilities

#### 3.1 Learners

**3.1.1** The appeals procedure can only be invoked by the individual whose work is the subject of the disputed decision, i.e. it cannot be invoked by a third party unless the learner is in exceptional circumstances. These individuals may wish to refer to the Learning4life-GY Complaints Policy and Procedure. Where it is deemed acceptable by Learning4life-GY, the appellant will be requested to provide written confirmation of the learner's wishes to be represented in the appeal, to allow it to be heard.

#### 3.2 Teacher/Assessor (Overseen by Principal)

**3.2.1** Ensure learners are informed of the assessment methodologies used within the course and the grading systems for the qualification.

**3.2.2** Ensure learners are made aware of and understand the procedures for making an appeal.

**3.2.3** Follow the appeals procedures as stated below.

#### 3.3 Quality Manager

**3.3.1** Provide advice and guidance to staff and learners on the appeals procedure as required.

**3.3.2** Make arrangements for and chair stage 3 appeals panels as described below.

**3.3.3** Review these procedures annually.

## 4. The Appeals Procedure

### 4.1 Internal and External Appeals

Whenever possible the dispute should be resolved within the course team without recourse to the formal appeals procedure. Learners also can appeal externally to the Awarding Organisation, by following the procedures and guidance of the Awarding Organisation.

### 4.2 Stage 1 – Informal Review with Teacher Assessor

**4.2.1** Teacher Assessor should give a full explanation of the assessment process and how the grading was determined.

**4.2.2** The Teacher Assessor may if appropriate, give the learner the opportunity to re-submit work by an agreed deadline, within the constraints of the Awarding Organisation regulations.

**4.2.3** If the learner is not satisfied, the Teacher Assessor should ensure that the learner has a copy of the Assessment Appeal's Procedure and knows the names of the staff who may be involved in the appeal process or for stage 2.

### 4.3 Stage 2 – Formal Request for Re-Assessment of work.

**4.3.1** If the dispute cannot be resolved informally, the learner may appeal in writing to the Principal. This will be within **five working days of the notification of the failure to resolve the dispute informally**. A written record of the request dated and signed should be placed in the learner's file.

**4.3.2** The Principal shall then make arrangements for the work to be independently re-assessed by a second assessor and IV.

**4.3.3** A written record of the agreed second marking of the assessment, giving as full an explanation as possible should be signed by the Internal Verifier and second Assessor. A copy should be given to the learner and a further copy placed in the Learner's file.

### 4.4 Stage 3 – Appeal

**4.4.1** If the learner is not satisfied with the outcome of Stage 2, he/she should within 5 working days of receipt of the outcome of Stage 2, lodge an appeal with the Principal. A copy of the appeal shall be placed in the learner's file/ILP/portfolio.

**4.4.2** The Principal will make arrangements for an appeals panel **within ten working days of receiving the appeal**.

**4.4.3** The appeals panel will be composed of:

- The learner's teacher
- The Lead Internal Verifier (IV), or if there is no Lead IV the Internal Verifier.
- The Principal.

**4.4.4** Where there is a conflict of interest, the Lead Internal Verifier or another Director may replace any member of the panel.

**4.4.5** The appeals panel will receive evidence from the learner and staff member(s) involved, and from other sources, which it considers relevant to the disputed decision. The panel should consider all the evidence, including the original assessment and re-assessment.

**4.4.6** The panel will consider the appeal in private and will inform the learner and staff member(s) in writing of the decision of the panel. If the panel cannot reach a decision and require further information all parties will be informed of this within three working days.



**4.4.7** The outcome of the appeal may be as follows:

- The panel may confirm the original assessment decision.
- Where the grounds on which the appeal was sought are upheld, that is where irregularities in the conduct of the assessment are found, or where there were circumstances affecting the learner's performance, the panel may declare the assessment invalid and either: Permit re-assessment of the original piece of work or the learner may submit an amended piece of work if the awarding board agrees.

**4.4.8** A signed and dated record of the decision of the panel should be given to the learner within 5 working days of the meeting and a further copy placed in the learner's file/ILP/Portfolio.

**4.4.9** The panel may make conditions with which the assessor and /or candidate must comply in the future.

**4.4.10** The panel may make recommendations to the Principal relating to future assessment or appeals procedures.

**4.4.11** A record of all appeals proceedings and outcomes must be kept centrally.

**4.4.12** The Principal will inform the Awarding Organisation and External Examiner of the outcome of the appeal if it has implications on the centre's results.

#### **4.5 Further Action**

If the learner is dissatisfied with the outcome of Stage 3, he/she may:

- Use the School's Complaints procedure.
- Use the relevant Awarding Bodies Appeals/complaints procedure.
- Contact the Relevant Regulatory Authority Ofqual <http://www.ofqual.gov.uk>

**4.5.1** If the complaint is not resolved by the Complaints procedures, the learners will have the right, in the case of academic disputes, to appeal to the appropriate awarding body.

**4.5.2** If the appeal panel agrees that this is appropriate and supports the appeal; CLS will fund the 'Enquiry about Results' (EaR). However, if not and the learner disputes the results, the learner will have to fund the request for an appeal.

#### **5. Monitoring, Review and Evaluation**

To be reviewed annually by the Principal.

## Appendix 2: Internal Appeals form

Please tick box to indicate the nature of your appeal and complete all white boxes\* on the form below

- Appeal against an internal assessment decision and/or request for a review of marking
- Appeal against the centre's decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal
- Appeal against the centre's decision relating to access arrangements or special consideration
- Appeal against the centre's decision relating to an administrative issue

FOR CENTRE USE ONLY	
Date Received	
Reference No.	

\*Where the nature of the appeal does not relate directly to an awarding body's specific qualification, indicate N/A in awarding body specific detail boxes

Name of appellant		Candidate Name (if different to appellant)	
Awarding Body		Exam paper code	
Qualification type Subject		Exam paper title	
Please state the grounds for your appeal below:			

(If applicable, tick below)

- Where my appeal is against an internal assessment decision, I wish to request a review of the centre's marking

\*If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Appellant signature:

Date of signature:

This form must be signed, dated and returned to the exams officer on behalf of the Principal to the timescale indicated in the relevant appeals procedure



## Further guidance to inform and implement appeals

### JCQ publications

- General Regulations for Approved Centres  
<https://www.jcq.org.uk/exams-office/general-regulations/notice-to-centres--exam-contingency-plan/>
- Post-Results Services  
<https://www.jcq.org.uk/exams-office/post-results-services>
- JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)  
<https://www.jcq.org.uk/exams-office/appeals>
- Notice to Centres – Informing candidates of their centre assessed marks  
<https://www.jcq.org.uk/examsoffice/non-examination-assessments>
- Suspected Malpractice: Policies and Procedures  
<https://www.jcq.org.uk/exams-office/malpractice/>
- Access Arrangements and Reasonable Adjustments  
<https://www.jcq.org.uk/exams-office/accessarrangements-and-special-consideration/regulations-and-guidance/>
- A guide to the special consideration process  
<https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/>

### 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/gcequalification-level-conditions-and-requirements>