



Internal Appeals/Review of Results Policy

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Internal Assessments for External Qualifications

The Eastwood Academy ('the centre') 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. The Eastwood 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. The Eastwood Academy 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.
2. The Eastwood Academy will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. The Eastwood Academy will, having received a request for copies of materials, promptly make them available to the candidate.
4. The Eastwood Academy will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. The Eastwood Academy 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.
6. The Eastwood Academy will 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.
7. The Eastwood 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.
8. The Eastwood Academy will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

9. The Eastwood Academy will inform the candidate in writing of the outcome of the review of the centre's marking.
10. 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.

Appeals against Internal Assessment of Work Procedure

On being informed of their centre assessed marks, if a candidate believes that correct procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may request a review of the centre's marking.

Review requests must be made in writing to:

Review of Centre Assessed Marks, The Exams Office, The Eastwood Academy, Rayleigh Road, Leigh-on-Sea, Essex SS9 5UU or email rhayward@eastwood.southend.sch.uk

An equivalent grade cannot be given for component marks as the grade boundaries are set each year by the awarding bodies. Grade boundaries may be different in different examinations series

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

Once the marks are submitted to the awarding bodies, they carry out their own moderation process. This 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.

Any mark submitted to the awarding body (including those submitted following any reviews) is subject to change by the awarding body and should therefore be considered provisional.

Reviews of Results (RoRs)

The exam boards have strict procedures in place to ensure that all exam papers are marked correctly. However, if there are concerns regarding the results, there is the opportunity for you to query them with the exam boards.

Parents, pupils and Teachers cannot query the results themselves – all requests must be made by the Exams Officer. Written consent will be required from candidates to confirm that they are aware that the final grade awarded may be lower than, higher than or remain the same as the grade that was originally awarded.

The exam boards all charge for their post-results services, so before a decision is made to query results it is important to:

- Make the Exams Officer aware of your concerns immediately. A more detailed results analysis for each exam paper is available from each exam board. The Exams Officer will download this and go through this with you to assist in making a decision. The Exams Officer, Pupils and Parents should discuss results with subject teachers and/or Heads of Department and get their opinion and advice.
- If the Pupil and their parents have been advised by the Exams Officer against a ROR request but still wish to go ahead, both the pupil and parent must give additional written consent confirming that they wish to go ahead against the advice of the Exams Officer and understand the risks involved. The Exams Officer will also write a statement.

Following are details of the services provided by each exam board. Fees are charged for each service – The Exams Officer will have details of all fees and deadlines relating to Reviews of Results.

Services Provided by Examination Boards:

Service 1 (Clerical Re-Check)

This is a re-check of all clerical procedures leading to the issue of results. The service includes the following checks:

- That all parts of the script have been marked;
- The totalling of marks;
- The recording of marks;
- The application of any adjustments;
- The application of grade thresholds;
- The application of special consideration where applicable
- **If requested**, a photocopy of the re-checked script(s)

Service 2 (Post-results review of marking)

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. **It is not a re-mark of the candidate's script.** The service includes:

The clerical re-checks detailed in Service 1;

- A review of marking;
- **If required**, a photocopy of the reviewed script(s)

The Awarding Body will have trained its reviewers to conduct reviews of marking accurately and consistently. **Reviewers will not re-mark the script.**

Service 3 (Post-results review of moderation)

This is a process in which the original moderation is reviewed to ensure that the required assessment criteria have been fairly, reliably and consistently applied. The review of moderation will be undertaken on the original sample of candidates' work. A review of moderation cannot be undertaken upon the work of an individual candidate or the work of candidates not in the original sample. The Head of Centre (in consultation with the HOD) will decide whether to request a Review of Moderation. Please note that if the centre's coursework marks have been accepted without change by an Awarding Body, this service will not be available.

Access to Scripts

Centres may request:

- Copies of scripts to support reviews of marking which will be provided to centres no later than the published deadline; and/or
- Copies of scripts to support teaching and learning.

Centres must submit requests on-line via the awarding bodies' extranet sites.

A candidate has the right to instruct their centre not to request their script(s). Prior written permission must therefore be obtained from any candidate where the centre intends to request his/her script(s).

This permission must be sought only after the candidates have received their results for the respective examination series. Candidates who grant their permission have the right to anonymity of their scripts before use.