



GCSE EXAMINATION INTERNAL APPEALS PROCEDURE FOR NEA COURSEWORK 2023/24

This procedure is reviewed annually to ensure compliance with current regulations

Key staff involved in the complaints and appeals procedure

Role	Name(s)
Head of centre	Fouzia Butt
SMT members	Fouzia Butt, Sanam Saleem
Exams Administrator	Tahira Hadi

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1. Appeals procedure against internally assessed marks (for external examinations)

Lady Nafisa School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the regulations and 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. Lady Nafisa 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.

If a candidate believes that this may not have happened in relation to their work, they may make use of this appeals procedure.

The centre will:

- inform each candidate with an entry for centre assessed work of the mark(s) awarded and advise them that they may request copies of materials (such as a copy of their marked work, the relevant section of the specification and marking criteria) to assist them in considering whether to request a review of the centre's marking of the assessment before marks are submitted to the awarding body;
- having received a request for copies of materials, promptly make them available to the candidate;
- provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.

Requests for reviews of marking must be made in writing using the Internal Appeals form by 3pm 16th May 2024.

The centre will then:

- carry out the review, make any necessary changes to marks and inform the candidate of the outcome, all before the awarding body's deadline;

- 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 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 promptly in writing of the outcome of the review of the centre's marking. (The reviewer's mark is final and cannot be reversed back to the centre's original mark).

WHAT THE HEAD OF DEPARTMENT MUST PROVIDE FOR THE APPEAL PANEL

- The mark scheme or marking criteria for the coursework for controlled assessment provided by the awarding body.
- The departmental mark scheme or marking criteria given to the teachers for marking the coursework for controlled Assessment if this differs from that of the awarding body.
- Dates when the coursework for controlled assessment was set and to be handed in for that student.
- Evidence that all teaching groups have been given the same length of time.
- The departmental policy for candidates who were absent when the coursework for controlled assessment was set or were absent for part of the period during which the coursework for controlled assessment was being carried out.
- Dates when the coursework for controlled assessment was marked by the teachers.
- The name of the teacher in charge of the internal standardisation.
- Dates when members of the department attended the last awarding body standardisation meeting.
- Evidence that the information from this meeting was disseminated to the department.
- Date(s) for departmental standardisation meeting and teacher attendance.
- If the teacher assessing the piece of coursework for controlled assessment was absent, what was done to ensure that the information was given to this teacher?
- Copy of coursework for controlled assessment marks sent to the awarding body.
- The above information should be provided in a ring binder or suitably filed.
- It would be advisable to set up this binder at the beginning of the course and update it each year.
- If an appeal application is made, the Head of Department would only have a short time to provide this information for the appeal panel. Appeals for the centre's decision not to support an enquiry about results must be made by 3pm 09th September in the year that the work was assessed or for appeals against the outcome of an enquiry about results within 7 calendar days of the outcome of the enquiry.
- The evidence above may also be requested by an awarding body inspector visiting the school or the awarding body if a parent makes a further appeal against the panel's decision.

The outcome of the appeal will be made known to the Head of Centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation may lead to mark changes. This process is outside the control of Lady Nafisa School and is not covered by this procedure.

2. Compliance with JCQ publications

The internal appeals procedures for this centre have been produced to demonstrate compliance with the publications below.

JCQ General Regulations for approved centres <http://www.jcq.org.uk/exams-office/general-regulations>

Controlled Assessments, Coursework and Portfolios of Evidence

5.7 The centre agrees to

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.