

Reviewed  
2<sup>nd</sup> November 2023



# Notre Dame High School

## Internal Assessment Appeals Procedure

### 2023-2024

#### THE SCHOOL MISSION STATEMENT

We are a Catholic High School where every person is a valued member of our community, invited to follow Christ's call to a life of Hope, Joy, Love, and Forgiveness.

We are committed to fostering high expectations and developing the full potential of each individual so that they may become compassionate, interdependent, lifelong learners, striving to create a better and more peaceful world.

*I have come so that they can have life and have it to the full*  
(John 10:10)

The aim of the procedure is to enable and support our student candidates to request a review of marking of their non-examined assessment work at GCSE or A Level, their legacy GCSE Controlled Assessment or A Level coursework. To be updated annually.



If you need this document in large print, audio, Braille, alternative format or in a different language please contact the Company Secretary on 01603 611431 and we will do our best to help.

This document is to be reviewed annually to ensure compliance with current JCQ regulations.

## Appeals procedure against internal assessment decisions

Notre Dame High School is committed to ensuring:

- that students are aware of the assessment criteria, mark scheme and how both are applied to the awarding of marks in an internal assessment, best practice would ensure that this is known by candidates at the beginning of the internal assessment process which enables them to consider review once marks are awarded.
- that internal assessments are marked and administered fairly, consistently and in accordance with the awarding body specifications and subject-specific associated documents.
- students are informed of their marks (not grades) in good time to allow them to request a review of the centre's marking, before submission of marks to the exam board. They also need to know that their centre marks could change after an internal review and also after external moderation.
- students know that they can request copies of materials (not originals) to assist them in considering whether to request a review.
- in practice, these materials need to be prepared for such an eventuality e.g., copies of their work, mark scheme, specification and any subject specific documents.
- where a number of subject teachers are involved in marking students' work, internal moderation and standardisation will ensure consistency of marking - written evidence must be kept of their moderation.
- in practice, Heads of Department must ensure a minimum of a 2-week window prior to the exam board submission of marks deadline – this will need to be built into the assessment calendar.

This system is supported by:

- subject teachers only teaching and administering such assessment with the necessary and appropriate knowledge, understanding, skills, and training in this activity.
- the exam board subject-specific requirements which are mandatory for HoDs and assessing teacher to use.
- subject teachers authenticating candidates work according to the requirements of the relevant awarding body to ensure academic honesty and so no malpractice.
- a process of internal moderation and standardisation led by nominated staff under the direction of the Head of Department.
- the NDHS Exams, Non-Examined Assessment policies 2023-2024 and relevant JCQ guidelines 2023-2024.

To this end, to fulfil JCQ and Exam Board requirements for **2023-2024**:

1. HoDs and teachers 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. HoDs and teachers will inform candidates in good time 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 – these will be made available promptly. This communication should be made well before the handing out of marks e.g. at least 1 month beforehand.
3. Requests for reviews of marking, to check that the mark is justified, **must** be made in writing using the form IA1 on Page 5. Materials must include directly relevant material e.g. copy of their marked work, relevant specification and mark scheme. The review should be of the mark that has been awarded, confirming whether or not the candidate's mark is in line with the standard set for the other candidates at the centre.
4. NDHS will provide candidates with sufficient time to allow them to review copies of materials and reach a decision.
5. NDHS 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.
6. NDHS 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.
7. NDHS will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
8. The candidate will be informed in writing of the outcome of the review of the centre's marking.
9. The outcome of the review of the centre's marking 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 review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.
10. After candidates' work has been internally assessed, it is submitted by the FINAL deadline, either 7<sup>th</sup> or 15<sup>th</sup> May at the very latest, depending on the level and awarding body and is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of NDHS and is not covered by this procedure.

## 11. Subjects affected and Dates for 2023-2024

<b>Subject</b>	<b>Exam Board</b>	<b>Level</b>	<b>Final date of marks issued to students</b>	<b>Review of marking request by students deadline using IA1 form</b>	<b>Mark submission and samples requested- Information and deadlines</b>
Textiles, Food, English Language (spoken endorsement)	AQA	GCSE	Friday 19 <sup>th</sup> April 3.30pm	Wed 24 <sup>th</sup> April 3.30pm	Marks submitted online and samples to Exams Office (E/O) by Thursday 2 <sup>nd</sup> May to reach AQA by deadline of 7 <sup>th</sup> May.
English Literature, PE, Biology (Practical endorsement) Textiles, EPQ	AQA	A Level	Friday 26 <sup>th</sup> April 3.30pm	Wed 1 <sup>st</sup> May 3.30 pm	Marks submitted online and samples (if applicable) to E/O by Thurs 9 <sup>th</sup> May at the latest to reach AQA by the deadline of 15 <sup>th</sup> May
Art, Product Design, Graphics, Drama, Music, PE	EDEXCEL	GCSE	Friday 26 <sup>th</sup> April 3.30pm	Wed 1 <sup>st</sup> May 3.30pm	Marks submitted online and samples (if applicable) to E/O by Thurs 9 <sup>th</sup> May at the latest to reach AQA by deadline of Wed 15 <sup>th</sup> May
Art, Product Design, Drama, Music	EDEXCEL	A Level	Friday 26 <sup>th</sup> April 3.30pm	Wed 1 <sup>st</sup> May 3.30pm	Marks submitted online and samples (if applicable) to E/O by Thurs 9 <sup>th</sup> May at the latest to reach AQA by deadline of Wed 15 <sup>th</sup> May
*Geography, *History, Computer Science  Chemistry & Physics (practical endorsement)	OCR	A Level	Friday 26 <sup>th</sup> April 3.30pm	Wed 1 <sup>st</sup> May 3.30pm	Marks to be submitted online by Mon 13 <sup>th</sup> May.  *Sample requests from moderator emailed to Exams Manager following submission.
English Language & Literature	WJEC	A Level	Friday 26 <sup>th</sup> April 3.30pm	Wed 1 <sup>st</sup> May 3.30pm	Marks submitted online and samples to E/O by Thurs 9 <sup>th</sup> May at the latest to reach WJEC deadline of Wed 15 <sup>th</sup> May

## **IA1 - Internal Review of Marking Request Form**

This form should be completed in all cases to request a review of marking.

<b>Name of person requesting review</b>		<b>Candidate name <i>if different</i></b>	
Awarding body		Unit/module/exam paper code	
Subject		Unit/module/exam paper title	

Please state clearly the grounds for your application to a review of marking:

*continue overleaf if necessary*

### **Appeal against an internal assessment decision – sign and deliver this form to the exams office**

#### **Student and parent declaration**

By signing here, I am confirming I understand the purpose of the review will be to decide whether the mark awarded for the internal assessment conformed to the published requirements of the awarding body's specification and subject-specific associated documents and is in line with the standard set for the other candidates at the centre.

**Signature of Student:**

**Date of signature:**

**Signature of Parent:**

**Date of signature:**

- Return form to the Exams Office J24 immediately
- Exams Office to acknowledge receipt of form to student and parent
- Exams Manager copies form to: Head of Centre – (Head of School); Head of Department; Assistant Head i/c Exams
- The Internal Appeals checklist then kicks into action e.g. initial meeting by Head of Department & Leadership Team to consider next steps.

## IA Checklist

	Point	Actioned/date
1	Marks & materials – if requested - provided to candidate	
2	Meeting with HoD & Deputy Headteacher (DH)Exams	
3	Liaison with assessing teacher	
4	Appointment of reviewer	
5	Review work & report	
6	Consideration of review work and report by HoD & DH Exams	
7	Head of Centre informed – will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre’s marking bring any irregularity in procedures to light, the awarding body will be informed immediately.	
8	Candidate & parent informed of outcome	
9	Marks submitted to exam board	
10	Other	

The Internal Appeals procedure for Notre Dame High School has been produced to demonstrate compliance with the following:

**JCQ General Regulations for Approved Centres** <http://www.jcq.org.uk/exams-office/general-regulations>

Further information can be obtained from: ***JCQ Instructions for conducting non-examination assessments***

**2023-2024**

<https://www.jcq.org.uk/exams-office/non-examination-assessments>

Next Review October 2024