

# Community Learning MK

*Grow, achieve, prosper*

Internal Appeals Procedures 2022-23



[www.milton-keynes.gov.uk/clmk](http://www.milton-keynes.gov.uk/clmk)

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## Contents

Introduction .....	2
Purpose of the Internal Appeals Procedure.....	2
Principles relating to centre assessed marks .....	2
Procedure for appealing internal assessment decisions (centre assessed marks) .....	3
Deadlines and timescales .....	4
Request of Internally Assessed Materials .....	5
Internal Appeals Form .....	6
Complaints and appeals log .....	8
Further guidance to inform and implement appeals procedure .....	9

## Introduction

Certain qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by Community Learning MK and internally reviewed/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.

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.

The qualifications delivered at Community Learning MK containing components of non-examination assessment/units of coursework are:

- Pearson Edexcel GCSE English
- City and Guilds Functional Skills English
- City and Guilds Qualifications and Apprenticeships

## Purpose of the Internal Appeals Procedure

The purpose of this procedure is to confirm the arrangements at Community Learning MK for dealing with candidate appeals relating to internal assessment decisions.

This procedure ensures compliance with JCQ regulations which state that centres must:

- 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

*[JCQ General Regulations for Approved Centres (GR)]*

## Principles relating to centre assessed marks

The head of centre/senior leader(s) at Community Learning MK will ensure that the following principles are in place in relation to marking the work of candidates:

- A commitment to ensuring that whenever teaching staff mark candidates' work, that this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents
- All centre staff follow a robust Non-examination Assessment Policy (for the management of non-examination assessments). This policy details all procedures relating to non-examination assessments for relevant qualifications delivered in the centre, 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
- A commitment 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 mark(s), if candidates believe that the above procedures were not followed in relation to the marking of their work, or that the assessor has not properly applied the marking standards to their marking, then they may make use of the internal appeals procedure below to consider whether to request a review of the centre's marking
- Candidates are informed of the Internal Appeals Procedures at induction and via exams notification letters or e-mails. Information is also available on CLMK website [www.milton-keynes.gov.uk/clmk-jcq](http://www.milton-keynes.gov.uk/clmk-jcq)

## Procedure for appealing internal assessment decisions (centre assessed marks)

The head of centre/senior leader(s) at Community Learning MK will:

- Ensure that where several subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking
- 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
- 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 their work in meeting the published assessment criteria
- 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. Candidates to complete a *Request of Internally Assessed Materials*.

- Having received a request for copies of materials, promptly make them available to the candidate (for some marked assessment materials, such as artwork and recordings, inform the candidate that the originals will be shared under supervised conditions) within the period of time as specified (see Deadlines below)
- Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision, informing candidates that if their decision is to appeal, they will need to explain what they believe the issue to be
- Provide a clear deadline for candidates to submit an *Internal Appeals Form* for a review of the centre's marking and confirm understanding that requests must be made in writing and will not be accepted after this deadline (see Deadlines below)
- 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 for the submission of marks (see Deadlines below)
- 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
- Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre
- Inform the candidate in writing of the outcome of the review of the centre's marking
- Ensure the outcome of the review of the centre's marking is made known to the head of centre who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body
- Ensure a written record of the review is kept and made available to the awarding body upon request
- Ensure the awarding body is informed if the centre does not accept the outcome of a review

## Deadlines and timescales

- Upon request, copies of materials will be made available to the candidate within **2 working days**
- The deadline to request a review of marking must be made within **5 working days** of the candidate receiving copies of the requested materials
- The process for completing the review, making any changes to marks, and informing the candidate of the outcome will be completed within **10 working days**, all before the awarding body's deadline for the submission of mark

## Request of Internally Assessed Materials

This form should be completed in all cases to request assessment materials.

Please tick to indicate:

- internal assessment decisions (centre assessed marks)**  
 **the decisions/marks for portfolio based/vocational qualifications**

<b>Name of appellant</b>		<b>Candidate name</b> <i>if different to appellant</i>	
Awarding body		Exam paper code/ Unit code	
Subject/ Qualification		Exam paper title/ Unit title	
<b>Candidate Signature:</b> <span style="float: right;"><b>Date of signature:</b></span>			
<b>Curriculum Manager Signature:</b> <span style="float: right;"><b>Date of signature:</b></span>			

The Request of Internally Assessed Materials must be signed, dated and returned to the Curriculum Manager (or Exams Officer).

## Internal Appeals Form

This form should be completed in all cases to lodge an appeal.

Please tick to indicate what the appeal is against:

- internal assessment decisions (centre assessed marks) – general qualifications**
- the decisions/marks for portfolio based/vocational qualifications**

<b>Name of appellant</b>		<b>Candidate name</b> <i>if different to appellant</i>	
Awarding body		Exam paper code/ Unit code	
Subject/ Qualification		Exam paper title/ Unit title	

**Please state the grounds for your appeal below:**

### **Appeal against internally assessed marks – general qualifications**

#### **Appellant declaration**

By signing here, I am confirming I understand the purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body's specification and subject-specific associated documents.

**Signature:**

**Date of signature:**

### **Appeal against internally assessed marks - portfolio based/vocational qualifications**

#### **Appellant declaration**

By signing here, I am confirming I understand the purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body's specification and subject-specific associated documents.

**Signature:**

**Date of signature:**

**The appellant declaration against the relevant appeal must be signed, dated and returned to the Curriculum Manager (or Exams Officer), on behalf of the Head of Centre, to the timescale indicated in the Internal Appeals Procedures.**



## Complaints and appeals log

On receipt, all complaints/appeals are assigned a reference number and logged. Outcome and outcome date is also recorded.

The outcome of any 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 logged as an appeal, so information can be easily made available to an awarding body upon request.

Ref No.	Date received	Complaint or Appeal	Outcome	Outcome date

## Further guidance to inform and implement appeals procedure

The internal appeals procedure for Community Learning MK has been produced to demonstrate compliance with the publications below.

Appellants should consult the full information in these publications to be fully informed when stating their grounds for appeal.

### JCQ Publications

- General Regulations for Approved Centres  
<https://www.jcq.org.uk/exams-office/general-regulations>
- JCQ Appeals Booklet  
<https://www.jcq.org.uk/exams-office/appeals>
- Notice to Centres - Reviews of marking (centre assessed marks)  
<https://www.jcq.org.uk/exams-office/non-examination-assessments>
- Notice to Centres – informing candidates of their centre assessed marks  
<https://www.jcq.org.uk/exams-office/non-examination-assessments>