



Internal Appeals Procedure - Internal Assessments for External Exams

Princes Risborough School

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Centre name	Princes Risborough School
Centre number	52441
Date procedure first created	17/07/2025
Current procedure approved by	Clare Audemard, Deputy Head
Current procedure reviewed by	Kate Barnes, Exams Officer
Date of review	15/01/2026
Date of next review	15/01/2027

Key staff involved in the procedure

Role	Name
Head of centre	Vincent Forshaw
Senior leader(s)	Clare Audemard, Deputy Head of School
Exams officer	Kate Barnes
Other staff (if applicable)	Laura Dell, Senior Exams Invigilator

This procedure is reviewed and updated annually to ensure that appeals against internal assessment decisions (centre-assessed marks) at Princes Risborough School are managed in accordance with current requirements and regulations in the following JCQ documents: **General Regulations for Approved Centres** (5.3, 5.7), **Instructions for conducting non-examination assessments** (4.6, 6.1, 9) and **Instructions for conducting coursework** (6, 7, 13.5). This procedure is also informed by the JCQ documents **Review of marking (centre assessed marks) suggested template for centres**, **Notice to Centres - Informing candidates of their centre assessed marks** and **Suspected Malpractice: Policies and Procedures** (3.3, 4.5, Form JCQ/M1).

Introduction

Certain qualifications contain components/units of non-examination assessment, controlled assessment and/or coursework which are internally assessed (marked) by centres 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 the centre's 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 Princes Risborough School containing internally assessed components or units are:

- **GCSE**

English, Food Preparation & Nutrition, Textiles, Art & Design (Three Dimensional Design), Art,

- **BTEC**

Sport, Business, Performing Arts, Information Technology, Applied Science, Health & Social Care,

- **A-Level**

Science, History, Geography, Art & Design, Photography, English Literature

Purpose of the procedure

The purpose of this procedure is to confirm the arrangements at Princes Risborough School for dealing with appeals relating to internal assessment decisions.

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

- have in place for inspection, that must be reviewed and updated annually, 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

Principles relating to centre assessed marks

The head of centre/senior leader(s) at Princes Risborough School 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 policy regarding the management of non-examination assessments including controlled assessments and coursework which details the procedures relating to 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 and do not have any potential conflicts of interest (If AI tools have been used to assist in the marking of candidates' work, they will not be the sole marker)
- 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 marks, if a candidate believes 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 the marking, then the candidate may make use of the appeals procedure below to consider whether to request a review of the centre's marking

Additional centre-specific principles:

The consistency of internal assessment will be maintained by internal moderation and standardisation.

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

The head of centre/senior leader(s) at Princes Risborough School 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
- 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
- Inform candidates that they may request copies of materials (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
- Having received a request for copies of materials, promptly make them available to the candidate (this will either be the originals viewed under supervised conditions or copies) within the period of time as specified (see **Deadlines** below)
- Inform candidates they will not be allowed access to original assessment material, including artefacts, unless supervised
- 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
- Provide a clear deadline for candidates to submit a request 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)
- Require candidates to make requests for a review of centre marking by making the request in writing via email to the Head of Subject
- 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

Additional centre-specific procedure:

On receipt of a written appeal, the enquiry into the internal assessment will be conducted by the Examinations Officer, a member of the Senior Management Team and a Head of Department not involved in the internal assessment decision.

The outcome of the appeal will be reported in writing to the student and parent/guardian including, if applicable, relevant correspondence with the Awarding Body.

Appeals against decisions to reject a candidate's work on the grounds of malpractice

The JCQ **Information for candidates' documents** (Coursework, Non-examination assessments, Social media) which are distributed to all candidates prior to assessments taking place, inform candidates of the things they must and must not do when they are completing their work.

The JCQ **Information for candidates - AI (Artificial Intelligence and assessments)** or similar centre document is issued to candidates prior to assessments taking place (and prior to a candidate signing the declaration of authentication which relates to their work).

The centre ensures that staff delivering/assessing coursework, internal assessments and/or non-examination assessments are aware of centre procedures relating to the authentication of learner work and have robust processes in place for identifying and reporting plagiarism (including AI misuse) and other potential candidate malpractice.

Candidate malpractice offences relating to the content of work (i.e. inappropriate/offensive content, copying/collusion, plagiarism (including AI misuse) and/or false declaration of authentication) which are discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication do not need to be reported to the awarding body but will be dealt with in accordance with the centre's internal procedures.

Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment where the offence does not relate to the content of candidates' work (e.g. possession of unauthorised materials, breach of assessment conditions) or where a candidate has signed the declaration of authentication, must be reported to the awarding body.

If there are doubts about the authenticity of the work of a candidate or irregularities are identified in a candidate's work before the candidate has signed the declaration of authentication/authentication statement (where required) and malpractice is suspected, Princes Risborough School will:

Raise the issue with the Head of Department immediately who will conduct a review of the evidence. The Exams Officer and Deputy Head of School will be informed of the investigation and the incident will be recorded.

If required, an interview with the candidate and/or a written statement from the candidate will be requested, along with the gathering of supporting evidence (e.g., original work, internet sources, drafts).

Students, parents/guardians will be informed of the review of work.

If malpractice is confirmed, the work is either rejected and not submitted, or the candidate is asked to redo the task under supervised conditions.

If malpractice is not confirmed, the original work may be accepted, and the candidate can proceed to sign the authentication.

If a candidate who is the subject of the decision disagrees with the decision:

A written request, setting out as clearly and concisely as possible the grounds for the appeal including any further evidence relevant to supporting the appeal, should be submitted within one week of the decision being notified to the candidate.

The appellant will be informed of the outcome of the appeal:

- within 7 working days of the appeal being received and logged by the centre.

Deadlines and timescales

- Upon request, copies of materials will be made available to the candidate within one working day.
- The deadline to request a review of internal marking must be made within two working days of receiving copies of the requested materials.

Please note that the deadline for the receipt of appeal applications to reach the school is ten days prior to the start of the written examination series.

- The process for completing the review, making any changes to marks and informing the candidates of the outcome will be completed within 7 working days.

Please note that all internal appeals will be considered and resolved by the date of the last externally assessed paper of the exam series.

Changes 2025/2026

(Changed/Added) Under heading **Appeals against decisions to reject a candidate's work on the grounds of malpractice** wording changed in bullet points and new bullet points added.

Centre-specific changes

This document superceded a procedure 'Internal Appeals Procedure for External Qualifications', dated November 2017.

January 2026 - document published following review with Deputy Head of School