

Internal Academic Appeals Procedure for Non-examined Assessment/Internal Assessment Decisions (centre assessed marks)

Which subjects are affected:

- All GCE (A Level) and GCSE specifications with one or more non-examination assessment components as defined in the awarding body's specification and which contribute to the main qualification grade
- Practical skills endorsements (GCE A level Biology, Chemistry, Geology and Physics)
- Spoken Language (GCSE English Language)
- GCE A Level Art and Design subjects (Animation, Fine Art, Graphics, Photography and Textiles – personal investigation and externally set assignment)

In line with the Joint Council for Qualification guidelines, this is the internal appeals procedure relating to internal assessment decisions for non-examined assessment (NEA).

Brockenhurst College ensures that all centre staff follow JCQ instructions for conducting NEA.

Brockenhurst College 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.

Candidate's work will be marked by staff who have the appropriate knowledge and skill, and who have been trained in this activity.

All teachers will have used the internal standardisation process to ensure that all teachers are confident in correctly and accurately applying the marking standard. Exemplar material and any guidance provided by the awarding body has been used to help prevent marking errors.

Brockenhurst College is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body.

Candidates will be informed of the mark awarded by the centre for a centre assessed component/unit applying to the qualifications mentioned above. Only marks will be given, not grades. No one is permitted to alter the work after the internal assessor (usually the teacher) has provided a mark to the candidate. The centre assessed mark could be changed during moderation by the awarding body and should therefore be considered provisional.

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, then the candidate may make use of the appeals procedure below to consider whether to request a review of the centre's marking. However, before seeking a review, the candidate is strongly advised to speak to their teacher in the first instance.

Appeals Procedure

Brockenhurst College 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 about how their NEA has been marked, including standardisation and moderation activities
- 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.
- having received a request for materials, promptly make them available to the candidate. This will be the originals viewed under supervised conditions. Supervised conditions mean that students, under the supervision of the Head of Curriculum can read the original work, additional copies cannot be given to take away and photographs of work cannot be taken. In response to "frequently asked questions" in JCQ's document *Informing candidates of their centre assessed marks*, it is stated "generally copies of marked assessment materials and the mark scheme or assessment criteria should be made available, as a minimum. For some marked assessment materials, such as artwork and recordings, it may be more appropriate for them to be shared under supervised conditions.
- provide candidates with sufficient time, at least five days, to allow them to review copies of materials and reach a decision.
- 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 by completing the **Internal Appeals Form for Non-Examined Assessment** and candidates **must** explain on what grounds they wish to request a review.
- 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.
- 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.

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. The centre will inform the awarding body if it does not accept the outcome of a review.

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.

Overview of Appeals Procedure Relating to Non-examined Assessment Decisions For All Subjects Except Art and Design-Based Subjects (Centre Assessed Marks)

Possible timescale	Internal assessor (teacher) gives marks to candidate	
30 April 2025	Marks released to Students via METIS 30 April 2025	
30 April and 7 May 2025	Candidate considers if they wish to request a review of the centre's marking. To request a review, the candidate must submit a completed Internal Appeals Form to Exams@brock.ac.uk	Internal assessor (teacher) makes materials available to the candidate, if requested.
Early May Bank Holiday Weekend 3 – 5 May 2025		
7 May 2025	Deadline for candidates to request a review of the centre's marking. Email to Exams@brock.ac.uk by 12 noon	
7 May 2025	Exams Manager Sends Appeals to HoCs for Action	
8 - 9 May 2025	Review of marking conducted by a competent assessor with no previous involvement in the assessment for the component and no personal interest. Head of Centre informed.	
12 May 2025	HoCs inform Exams of outcomes of all reviews by 12 noon	
12 May 2025	Exams inform students of outcome of appeal	
By 15 May 2025	HoCs submit marks to exam boards	

Overview of Appeals Procedure for A level Art and Design-Based Subjects

Art and Design-based subjects, such as **A level Animation, Fine Art, Graphics, Photography and Textiles** are assessed by Non-examined Assessment – the Personal Investigation but have earlier deadlines. Non-examined Assessment – the Personal Investigation is submitted by the 1 February 2025 - each subject will have their own internal deadline between the 24 January 2025 and 28 January 2025. The appeals window will be from **Monday 3 March 2025 until Friday 7 March 2025**.

In addition, Art and Design-based subjects have externally set assignments which are also internal assessed and therefore are covered by this procedure. Art and Design-based subjects' externally set assignments begin on Wednesday 23 April 2025 and finish on 6 May 2025. This is a 15-hour exam and students will be timetabled for this. The appeals window for this will be from **Thursday 15 May 2025 to 21 May 2025**.

What Happens in the Review?

The review should be of the mark that has been awarded, confirming whether the candidate's mark is in line with the standard set for other candidates at the centre. The following will be reviewed:

- The candidates work
- The mark sheet completed by the teacher which usually shows the breakdown of the marks per assessment objective (AO) or section of the mark scheme.
- Information regarding any internal standardisation to ascertain whether consistent standards were applied by the original marker to the candidate's work. As specified by JCQ.
- Any comments/annotation made by the teacher during the marking process.
- The reviewer is provided with materials from the centre's internal standardisation process that took place prior to releasing the marks to candidates, as well as the work that is under review. Internal standardisation materials are retained for this purpose. The reviewer sees the candidate's work, the internal assessor's mark sheet and any annotation or comments that demonstrate why a certain mark was awarded.

The review **MUST** be 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. This could be another teacher within the centre or a teacher from another centre. It is acceptable for a teacher, who has been internally standardised, to review the work of a candidate marked by another teacher within the same centre. However, if the candidate's work was part of the centre's internal standardisation process, it would not be possible for the teacher who participated in the internal standardisation process to then review the candidate's work. It is recommended the review takes place in the centre if an external review is outsourced. If there is a need to outsource the agreement of the Assistant Principal with responsibility for A levels **MUST** be consulted. If a review must take place remotely, then the original materials should be held at the centre and the reviewer provided with copies of the candidate's work.

Reviews **MUST** be considered within the context of the internal standardisation materials provided in order to ensure a consistent approach to other candidates in the centre. Where there was no internal standardisation carried out (because there was only one teacher involved in marking the component), the work of other candidates in the cohort must be considered to ensure that judgements can be made on the consistency of standards.

The reviewer, the teacher or the candidate are **NOT permitted to alter the work** after the internal assessor has provided the mark to the candidate.

The reviewer **MUST** provide a reason for upholding or changing the mark awarded by the centre. This can be a brief annotation on the record form, showing the reviewer's breakdown of marks per assessment objective (AO) or section.

There are three types of marking error:

- An administrative error
- A failure to apply the marking criteria to the evidence generated by the candidate where that failure did not involve the exercise of academic judgement
- An unreasonable exercise of academic judgement

If the reviewer decides that there has been a marking error, they **MUST** indicate where the marking error has occurred and how the mark is not in line with the standard of other candidates at the centre. It is up to the centre to determine whether any difference in marking is within any tolerances such as the centre would allow during its internal standardisation process.

Candidates cannot have an opportunity to improve their mark after the centre's deadline for the submission of final work.

After the internal review of marking the decision is final and there is no further right to appeal.

Centre Assessed Marks – Internal Appeals Form

FOR CENTRE USE ONLY	
Date received	
Received by	

Please complete all the white boxes on the form below:

Name (in full)		Brockenhurst College Student ID	
Awarding Body		Exam Component Code	
Student contact email			
Qualification Type (A level, GCSE, Project)		Exam Component Title	
Subject		I wish to request a review of the centre's marking	

Please state the grounds for appeal below:

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Signature of appellant		Date of Signature	

Outcome of review

Reviewer Signature		Date of Signature	
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This form must be signed, dated and returned to the Exams on behalf of the Head of Centre to the timescales indicated in the appeals procedure. After the internal review of marking there is no right to appeal the decision.

Key Documentation informing the policy

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