INTERNAL & EXTERNAL EXAMINATIONS APPEAL PROCEDURE

This policy applies to

Beal High School (Centre number 13317)

The Forest Academy (Centre number 13313)

Beacon Business and Innovation Hub (Centre 13362)

Area/Department responsible for policy	TRUST
Approval Body:	Trust Executive
Date of last review:	October 2025
Statutory (DFE) Yes/No	Yes

I. AIMS, LEGISLATION AND GUIDANCE

1. This procedure aims to provide a process by which, candidates are able to appeal against the centre's internally assessed grades awarded for non-examination assessments (NEA), as prescribed by the Joint Council for Qualifications (JCQ) and awarding bodies for vocational qualifications including ASDAN, NCFE and Agored Cymru.
2. This procedure confirms The Beacon Multi Academy Trust's compliance with JCQ's General Regulations for Approved Centres (section 5.7) that the Centre will:
3. 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
4. Before submitting marks to the awarding body, inform candidates of their centre assess marks and all a candidate to request a review of the centre's mark.

II. ROLES

1. **The Head of Centre** is the appropriate School Principal or Executive Principal. They will ensure that a written examination, internal appeals procedure is in place which covers all aspects of appeals that relate to internally assessed components.
2. **Teaching staff** involved in the centre's delivery of internally assessed components are responsible for reading, understanding and implementing this procedure.
3. **The Trust Exams Manager** will review this Policy Annually, with appropriate oversight from the Trust Executive and/or Board of Trustees and/or Local Governing Bodies.

III. APPEALS AGAINST INTERNAL ASSESSMENT DECISIONS (CENTRE ASSESSED MARKS)

1. Internally assessed vocational qualification unit and non-examination assessment components of GCSE and GCE (qualifications that contribute to the final grade of the qualification are internally assessed (marked) by the Centre. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.
2. BMAT 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 and subject-specific associated documents.
3. BMAT ensures that all Centre staff follow a robust **Non-Examination Assessment Policy** for the management of Non-Examinations Assessments. This policy details all procedures relating to non-examination assessments for GCE, GCSE, Project and vocational qualifications, including the marking and quality assurance processes which relevant staff are required to follow.
4. Candidates' work will be marked by staff who have the appropriate knowledge, understanding and skill, and who have been trained in this activity. Beacon Multi Academy Trust is committed to ensuring that work produced by candidates in 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 standardization will ensure consistency of marking.
5. 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 his/her work, of that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of the appeals procedure below to consider, whether to request a review of the Centre's marking.

IV. CENTRE RESPONSIBILITIES

1. BMAT will:
   1.1. 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.
   1.2. 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; e.g. a copy of their marked work, the relevant specification, the mark scheme and any other associated subject specific documents
   1.3. Having received a request for copies of materials, promptly make them available to the candidate within **3 working days**.
   1.4. Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
   1.5. 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 BMAT Internal Appeals Application Form (see appendix 1), within **5 working days** of receiving copies of the requested materials.
   1.6. Allow **5 working days** for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome.
   1.7. 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.
   1.8. Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the Centre.
   1.9. Inform the candidate in writing the outcome of the review of marking.

2. 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.
   2.1. This will all be completed prior to the awarding body's deadline for submitting marks for these components and units.

3. The moderation process carried out by the awarding bodies 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 line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.[1]

V. APPEALS AGAINST THE CENTRE'S DECISION NOT TO SUPPORT A CLERICAL CHECK, REVIEW OF MARKING, REVIEW OF MODERATION OR AN APPEAL

1. This procedure confirms Beacon Academy Trust's compliance with General Regulations - JCQ Joint Council for Qualifications section 5.13) that the centre will: *"…have available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal…"*
2. Following the issue of results, awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the Exams officer.
3. Candidates are also informed of the arrangements for post-results services **before** they sit any exams and the accessibility of senior members of centre staff immediately after the publication of results by writing to all parents and carers, direct communication with students and via the website.
4. If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, post-results services may be considered.
5. The JCQ post-results services currently available are detailed below.
6. Review of Results (RoRs)
    a. Service 1: Clerical Check – This is the only service that can be requested for objective tests (multiple choice tests).
    b. Service 2: Review of Marking.
    c. Priority Service 2: Review of Marking – This service is only available for externally assessed components of GCE A Level specifications.
    d. Service 3: Review of Moderation – This service is not available to an individual candidate.
7. Access to Scripts (ATS)
    a. Copies of scripts to support the Review of Marking

[1] JCQ Review of Marking – Centre Assessed Marks

b. Copies of scripts to support teaching and learning

8. Where a concern is expressed that a particular result may not be accurate, the Centre will look at the marks awarded for each component part of the qualification alongside, mark schemes, relevant result reports, grade boundary information etc. in order to determine if the Centre supports any concerns.
9. For **written** components that contributed to the final result, the Centre will:
    a. Where a place at university or college is at risk, consider supporting a request for a Priority Service 2: Review of Marking.
    b. In all other instances, consider accessing the script by:
        i. Requesting a priority copy of the candidate's script to support a Review of Marking by the awarding body deadline; or
        ii. Viewing the candidate's marked script online to consider if requesting a Review of Marking is appropriate.
    c. Collect informed written consent/permission from the candidate to access his/her script.
    d. On access to the script, consider if it is felt that the agreed mark scheme has been applied correctly in the original marking and if the Centre considers there are any errors in the marking.
    e. Support a request for the appropriate RoR service if, an error is identified.
    f. Collect informed written consent from the candidate to request the RoR service before the request is submitted.
    g. Where relevant, advise the affected candidate to inform any third party i.e. university or college, that a Review of Marking has been submitted to the awarding body.

10. Written candidate consent is required in all cases before a request for a RoR service is submitted to the awarding body.
11. Consent is required to confirm that the candidate understands that their final subject grade and/or mark awarded, following a Clerical Re-Check, or a Review of Marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded.

    Candidate consent must only be collected after the publication of results.
12. For any **moderated** components that contributed to the final result, the Centre will:
    a. Confirm that a Review of Moderation cannot be undertaken on the work of an individual candidate or the work of candidates not in the original sample

submitted for moderation.

b. Consult the moderator's report/feedback to identify issues raised.

c. Determine if the Centre's internally assess marks have been accepted without change by the awarding body – if this is the case, a **Review of Moderation - Service 3**, will not be available.

d. Determine if there are grounds to submit a request for a review of moderation for the work of candidates in the original sample.

13. Where a candidate disagrees with a Centre decision not to support a clerical re-check, a Review of Marking, or a Review of Moderation, the Centre will:

    a. For a **Review of Marking - Priority Service 2**, advise the candidate he/she may request the review by providing informed written consent (and the required fee) for this service to the Centre by the deadline set by the Centre.

    b. For a **Review of Marking - Service 1 or 2**, advise the candidate to access his/her script (ATS) to support a Review of Marking by providing informed written consent (and any required fee) for the Centre to submit this request.

    c. After accessing the script to consider the marking, inform the candidate that if a request for a Review of Marking - Service 1 or 2 is required, this must be submitted by the deadline set by the centre by providing informed written consent (and the required fee) for the Centre to submit this request.

    d. Inform the candidate that a **Review of Moderation - Service 3** cannot be requested for the work of an individual candidate or the work of a candidate not in the original sample.

14. If the candidate (or his/her parent/carer) believes there are grounds to appeal against the Centre's decision not to support a Review of Results, an **internal appeal** can be submitted to the Centre.

    a. Appeals must be made in writing, by completing the BMAT Internal Appeals Application Form (see Appendix 1) at least **14 calendar days** prior to the internal deadline for submitting a request for a Review of Results.

    b. The appellant will be informed of the outcome of his/her appeal before the internal deadline for submitting a RoR.

15. Following the RoR outcome, an **external appeals process** is available if the Head of Centre remains dissatisfied with the outcome and believes there are grounds for appeal.

    a. The JCQ Post-Results Services and JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes) will be consulted to determine the

acceptable grounds for a preliminary appeal.

b. Where the Head of Centre is satisfied after receiving the RoR outcome, but the candidate (or his/her parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the Head of Centre. Following this, the Head of Centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the **JCQ Appeals Booklet**.

c. Candidates or parents/carers are <u>not</u> permitted to make direct representations to an awarding body.

16. The **BMAT Internal Appeals Application Form (Appendix 1)** should be completed and submitted to the centre within 5 working days of the notification of the outcome of the RoR.
17. Subject to the Head of Centre's decision, this will allow the centre to process the preliminary appeal make a submission to the awarding body within the required **30 calendar days** of receiving the outcome of the review of results process.
18. Awarding body fees which are charged for the preliminary appeal must be paid to the Centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the Exams Officer). If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

Beacon Academy Trust
A COMPELLING VISION FOR SUCCESS

Link to fillable form: Appendix 1 - Internal Appeals Application Form

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below.

☐ Appeal against an **Internal Assessment** decision and/or request for a Review of Marking

☐ Appeal against the Centre's decision not to support a Clerical Check, a Review of Marking, a Review of Moderation or an appeal

Candidate Name	Please enter candidate name		
Candidate Number	Pleas enter Candidate No	**Year Group**	Please enter year group
Awarding Body	Please enter awarding body.	**Component Code**	Please enter component code
Subject Title	Please enter subject title	**Component Name**	Please enter component name
Please state the grounds for your appeal here: Click or tap here to enter text.			

(Tick box below if applicable)

☐ Where my appeal is against an Internal Assessment decision, I wish to request a review of the Centre's Marking

Candidate Signature: Date: Please select date.

This form must be signed, dated and returned to the Exams Officer on behalf of the Head of Centre and must be to the timescales indicated in the relevant appeals procedure.

OFFICIAL USE ONLY			**Actioned by:**	Please enter name	
Date Received:	Please select date.	**Payment Received:**	**YES/NO ATTACH RECEIPT**	**Date Actioned:**	Please select date.