

1. Appeal against the internally assessed marking process

GCSE non-exam assessments, GCSE controlled assessments, GCSE coursework and L3 EPQ Extended Project Qualification. Coursework for the following courses:
Entry levels, BTEC, Open College Network – West Midlands, NCFE, ASDAN

Internally assessed marks will be given to candidates as soon as their work has been completed and marked.

Egerton Rothesay School 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, mark scheme and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Egerton Rothesay School is committed to ensuring that work produced by candidates is 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 standardisation will ensure consistency of marking.

If a candidate believes this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

N.B: an appeal may only be made against the assessment process and not against the mark to be submitted to the awarding body.

1. A candidate wishes to assess whether to ask for a formal review of marking. He/she **must** give his/her request in writing to the teacher of the subject concerned.
2. The candidate will be given photocopies or other appropriate media, of his/her work, along with the relevant mark scheme and subject-specific associated documents.
3. The candidate is happy the mark scheme has been applied to their work correctly. No further action is necessary.
4. The candidate feels the mark scheme has not been applied to their work correctly. He/she should follow the instructions for an appeal for a formal review of marking as below, on the understanding that the mark could end up lower, higher or remain the same.
5. Appeals **must** be made in writing to the Head of Centre, Mr Parker.
6. Appeals **must** be made as early as possible in order to ensure that the internal appeals process is completed prior to the submission of centre marks to the awarding body. Appeals must be made no later than 14 working days before the following dates:

Cambridge iGCSE History:	27 th April.		
AQA GCSE:	7 th May.	AQA ELC and Extended Project (EPQ):	15 th May
Pearson GCSE:	15 th May.	Pearson Art & Design: (as specified by the art dept)	
OCR GCSE:	15 th May.		

Coursework for vocational courses as specified by staff prior to certification.

7. The Head of Centre will appoint a suitable member of staff to conduct the review of marking. The approved member of staff will not have had any involvement in the internal assessment process for that subject.
8. In the event there is no member of staff with appropriate competence available, who has not had involvement with the initial assessment, the Head of Centre will liaise with the Head of Department in the subject concerned to identify a reviewer with appropriate competence at another centre.

9. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification, mark scheme and subject-specific associated documents.
10. The outcome of the appeal will be made known to the Head of Centre. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.
11. The Head of Centre will report the outcome of the appeal to the candidate in writing.
12. Candidates must also be aware that internally assessed work for external qualifications is moderated by the awarding body to ensure consistency across centres. Such moderation may change the marks awarded for internally assessed work. This is outside the control of Egerton Rothesay School and is not covered by this procedure. Candidates cannot request a 'Review of Marking' from the exam boards for internally assessed units on receipt of their results on Results Day.

2. Reviews of Results (RoRs)

Notification of procedures and fees for RoRs will be distributed to all candidates by the Exams Officer with their notifications of exam entries and individual timetables; in their envelopes on results day; and in advance on the school website with the exam timetable.

Egerton Rothesay School will support all requests for a Review of Results (RoR) provided that:

1. The candidate has given their written consent on the JCQ form.
2. The candidate/parent/carer agrees to bear all costs incurred including any administration charges.
3. An original hard copy script has not been returned to the centre under the Access to Scripts service.
4. It is not against the best interests of the candidate to submit an RoR i.e. where there is a chance the overall grade could go down.

3. Appeal against the internal decision not to support a Review of Results

1. If an original hard copy script has been returned to the centre under the Access to Scripts service, it cannot form part of a Review of Results or a subsequent appeal.
2. Appeals should be made in writing to the Exams Officer, Mrs Moxon.
3. Appeals should be made no later than 7 days before the deadline for a Reviews of Results.
4. The appeal will be considered by the Head of Centre, Mr Parker.
5. The outcome of the appeal will be notified in writing within 24 – 48 hours.
6. If the appeal is upheld, the Review of Results will be submitted in time before the deadline.

4. Appeal against the outcome of a Review of Results

1. If an original hard copy script has been returned to the centre under the Access to Scripts service, it cannot form part of a Review of Results or a subsequent appeal about the result.
2. The candidate/parent/carer agrees to bear all costs incurred including any administration charges.
3. Stage 1 appeals must be made within two calendar weeks of receiving the outcome of the Review of Results regardless of centre holiday closing.
4. Stage 1: The written request for an appeal on JCQ Form App1 is submitted to the relevant awarding body by the Head of Centre. (Candidates or parents/carers are not permitted to make direct representations to an awarding body.)

5. The grounds for the appeal must be clearly set out, specifying which procedures have not been properly and fairly applied.
6. The final decision as to whether to appeal against the outcome of a Review of Results will be at the discretion of the Head of Centre and Exams Officer.

Mrs Nicky Moxon
Exams Officer

Mr Colin Parker
Head of Centre

March 2021