

Presdales School



'Achievement for All'

Title	Internal Appeals Procedure (For NEAs)
Version	March 2026
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Date approved by Committee	
Date approved by Full Trust Board	NA
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Enquiries & comments

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Internal Appeals Procedure – Centre Assessed Marks
To include: BTEC and GCE Coursework, GCE and GCSE non-examination assessments.

We are committed to ensuring that whenever we mark candidates' work, this is completed fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by subject teachers who have appropriate knowledge, understanding and skill, and who have been trained in this activity. We are committed to ensuring that work produced by candidates is authenticated in line with the requirements of the examining body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation ensures consistency of marking.

1. Candidates will submit all required assessments related to the specification by the internal deadlines set by each department.
2. Candidates will be informed of their centre assessed marks (**these will be marks and not grades**), prior to the exam board marks submission deadline.
3. Candidates may request a review of the centre's marking before marks are submitted to the awarding body. Candidates 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
4. Candidates may request the full unit specification, mark scheme and a copy of their assessment from the Subject Leader. Candidates will not be allowed access to original assessment material, including artefacts, unless supervised
5. Candidates are advised that if they request a review of marking, this will be undertaken by a suitably qualified member of the teaching staff (assessor) who teaches the same subject specification.
6. The assessor will have no previous involvement in the assessment of that candidate and has no personal interest in the review. Candidates are reminded that marks may stay the same, go up or go down.
7. Candidates are reminded that any marking, within the school or arranged by the school would be seen as internal moderation and the examination boards will review marking across the whole country, thus all marks are subject to further change through external moderation.
8. On receipt of marks, candidates have a **minimum two days** to determine whether they wish to appeal the mark. Requests for reviews must be with the Examinations Office within two days of receiving the marks.
9. Requests for reviews **must** be made in writing using the Internal Appeals Form attached to this policy. The candidate must state referring to the **unit specification and mark scheme**, where they believe marks have not been allocated correctly in their assessment.
10. The marking review will be undertaken and completed in advance of the exam boards deadlines and the outcome communicated to the candidate in writing by the Examinations Officer.
11. The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity to light, the awarding body will be informed immediately.
12. In the event of there being a current member of staff available to conduct re-moderation there will be an administration charge of £30 per student per appeal. Where we are unable to fulfil

the above requirements for re-moderation internally, a charge will be levied to cover administration costs. This will be £40 per student per appeal.

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

1. 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.
2. 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).
3. The centre ensures that those members of teaching staff involved in the direct supervision of candidates producing work for assessments are aware of the potential for malpractice.
4. Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication does not need to be reported to the awarding body but will be dealt with in accordance with the centre's internal procedures. The only exception to this is where the awarding body's confidential assessment material has potentially been breached. The breach will be reported to the awarding body immediately.
5. 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, Presdales School will follow the authentication procedures and malpractice instructions in the relevant JCQ documents, and any supplementary guidance that may be provided by the awarding body. Where this may lead to the decision not to accept the candidates' work on the grounds of Malpractice the candidate will be informed of the decision.
6. If a candidate who is the subject of the decision disagrees with the decision should submit an internal appeals form setting out clearly and concisely the possible grounds for appeal within 2 days of the decision being made known to the candidate.
7. The internal appeal will be undertaken and completed in advance of the exam boards deadlines and the outcome communicated to the candidate in writing by the Examinations Officer.

Review of Centre Marks form

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Name		Candidate number	
Awarding body		Exam paper code	
Subject		Exam paper title	

I wish to appeal my mark on the following grounds:

(If applicable, tick below)

- I am aware that in requesting a review of centre assessed marking of my work that marks may stay the same, go up or go down.
- I have been informed of any cost for re-moderation

Candidates Signature		Date	
Parent/Carer signature		Date	

This form must be signed, dated and returned to Mrs Waite (Exams Officer) by the deadline

Requests for reviews of the above mark **must** be made in writing within **2 working days of receiving it** using the Internal Appeals Form available from the Examination Officer.

There must be clear grounds for the review, arising from either a misapplication of the formal mark scheme or failure to follow our published NEA procedure. A review cannot be submitted simply on the basis that a student is unhappy with the mark awarded.

The candidate must state, referring to the **unit specification and mark scheme**, where they believe marks have not been allocated correctly in their assessment, or where the NEA procedure has not been followed.

Outcome of Appeals will be communicated to student no later than:

GCSE:	1st May (AQA Only except Art, PE & Drama 8261/X) 11 th May (All Awarding Bodies except AQA) 22 nd May (AQA Art & Design, PE & Drama 8261/X)
GCE:	11 th May (All Awarding Bodies except AQA Art & PE) 22 nd May (AQA Art & PE)