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Chetham's

Exams Internal Appeals Procedures

- 1. Internal Appeals procedure: Reviews of marking for centre-assessed marks**
- 2. Internal Appeals procedure: Enquiries about results for internally and externally assessed components**
- 3. Internal Appeals procedure: Access Arrangements and Special Consideration decisions**

1. Centre-assessed marks* for GCSE and A level exams**

In accordance with the JCQ General Regulations for the conduct of external qualifications produced by the exam boards, we are committed to ensuring that:

- internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills
- assessment evidence provided by candidates has been produced and authenticated according to requirements of the specification
- the consistency of the internal assessment is secured through internal standardisation as necessary
- staff responsible for internal standardisation attend any compulsory training sessions

2. Procedure for Review

A review can be requested concerning any centre-assessed mark:

- Candidates will be informed of their marks and may request copies of materials (e.g. marked work, the specification and other guidance produced by the awarding bodies) to assist them in considering whether to request a review of the Centre's marking of the assessment
- The request for review must be made by the student or parent in writing to the School's Academic Manager (Mr Chillingworth) **by 5 May 2025 (16 May for GCSE and A level Art) at the latest.**
- the review will normally be led by either the Academic Manager or the Joint Principal (NS), provided that neither has played any part in the original internal assessment process, and will include one other reviewer who has the appropriate competence, has not been involved in the original marking and who does not have any personal involvement with the candidate or personal interest in the outcome of the review.
- Candidates will be allowed to see the raw marks, moderated marks (if known), and any supporting information
- The reviewer will ensure that the candidate's mark is consistent with the standard set by the centre
- The candidate will be informed promptly in writing of the outcome of the review of the centre's marking.

In addition, the awarding body must moderate the assessment and the final judgement on marks awarded is that of the awarding body. Appeals against matters outside the School's control will not be considered in this procedure.

3. Enquiries about results (internally and externally marked papers)

Students can decide whether to apply for a review of marking of individual scripts. Students are responsible for funding this. If a review fails to bring satisfactory resolution, students can ask the School to submit a Preliminary Appeal (formerly known as a Stage 1 Appeal) on their behalf, and the responsibility for funding this will be borne by the student. If this appeal fails then there is a further Appeal stage known as a Hearing (formerly known as a Stage 2 Appeal).

In each case, the School must be prepared to support this. If it is not, the student should appeal in writing to Mr Chillingworth stating the reasons for this appeal. This appeal will be reviewed by Mr Chillingworth and the Joint Principal (NS). The outcome will be communicated within 5 working days. This decision is final.

If a student wishes to have a coursework mark reviewed, the School must be prepared to support this as it will affect the marks of the whole cohort. If the School does not, then the student should appeal in writing to Mr Chillingworth stating the reasons for this appeal. This appeal will be reviewed by Mr Chillingworth and the Joint Principal (NS). The outcome will be communicated within 5 working days. This decision is final.

4. Access Arrangements and Special Consideration

Students are allocated Access Arrangements according to the recommendations made by the Head of Compensatory Education who is the School's Assessor. These Access Arrangements are allocated according to need defined by the current **JCQ Access Arrangements and Reasonable Adjustments** manual, and a record of evidence of need is kept and maintained by the Head of Compensatory Education.

Special Consideration is applied for by the Academic Manager taking into account evidence provided by relevant academic and pastoral staff, including the Head of Compensatory Education, Medical Centre, and Head of House. This is done according to the processes and criteria described in the current JCQ document **A guide to the Special Consideration Process-General and Vocational Qualifications**.

Students can appeal decisions made by the School in relation to Access Arrangements and Special Consideration by writing to Mr Chillingworth within 30 days of the original decision for Access Arrangements, and within 5 days of the Special Consideration decision. The appeal will be reviewed by the Joint Principal (NS) and Assistant Principal (JLH). The outcome will be communicated within 5 days. The decision is final.

*** "Centre assessed marks" denotes Coursework, Controlled Assessment and NEA (Non-exam assessment)**

**** Cambridge International IGCSE English, English Literature and Drama are not included in this process.**