

# INTERNAL APPEALS POLICY FOR NON-EXAMINATION ASSESSMENT

This policy is applicable to all students, staff and parents of The Wellington Academy.

## DOCUMENT CONTROL

<b>Responsible position:</b>	<b>Approved by:</b>
Examinations Officer	Headteacher
<b>Version number:</b>	<b>Date approved:</b>
4.0	September 2023
<b>Review Period:</b>	<b>Next review date:</b>
Annually	September 2024

## RELATED POLICIES AND DOCUMENTS

### Policy Name

TWA - Non-Examination Policy

JCQ – ‘Instructions for conducting non-examinations assessment’ [Instructions NEA 23-24 FINAL.pdf \(jcq.org.uk\)](#)

JCQ – ‘Instructions for conducting coursework’ [Coursework ICC 23-24 FINAL.pdf \(jcq.org.uk\)](#)

JCQ - ‘Suspected malpractice Policies and Procedures’ [Malpractice Sep23 FINAL.pdf \(jcq.org.uk\)](#)

JCQ - ‘Access Arrangements and Reasonable Adjustments’ regulations’ [AA regs 23-24 FINAL.pdf \(jcq.org.uk\)](#)

JCQ - ‘Instructions for GCSE and GCE MFL Listening Exams’ [MFL Listening 2023 FINAL.pdf \(jcq.org.uk\)](#)

JCQ - ‘Invigilator checklist’ [JCQ-Invigilation-training-checklist-FINAL.pdf](#) [https://www.jcq.org.uk/wp-content/uploads/2023/08/JCQ-Exam-Day-Checklist\\_FINAL.docx](https://www.jcq.org.uk/wp-content/uploads/2023/08/JCQ-Exam-Day-Checklist_FINAL.docx)

JCQ - [Information for candidates documents - JCQ Joint Council for Qualifications](#)

JCQ - ‘Joint Contingency Plan’ [Joint Contingency Plan \(jcq.org.uk\)](#)

TWA – Examination Contingency Plan

JCQ - ‘Emergency Evacuation Procedure’ in case of emergency: [Emergency Evacuation Procedure JCQ 2023](#)

## REVISION RECORD

Date	Version	Revision Description
Sept 2020	1.0	Written in line with current processes and legislation
Sept 2021	2.0	Updated and written in line with current processes and legislation
Sept 2022	3.0	Updated and written in line with current processes and legislation
Sept 2023	4.0	Updated and written in line with current processes and legislation

This policy confirms The Wellington Academy compliance with JCQ's General Regulations for Approved Centres that the centre has in place "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" and that the centre "must inform candidates of their centre assessed marks as a candidate is allowed to request a review of the centre's marking before marks are submitted to the awarding body."

Certain components of GCSE and GCE (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments) and other 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.

The Wellington Academy 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.

The Wellington Academy ensures that all centre staff follow a robust non-examination assessment policy (for the management of GCE and GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments, including the marking and quality assurance processes which relevant teaching staff are required to follow. The policy directly follows the JCQ document 'Instructions for conducting non-examination assessments' [Instructions NEA 23-24 FINAL.pdf \(jqc.org.uk\)](https://www.jcq.org.uk/resources/instructions-for-conducting-non-examination-assessments/)

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. The Wellington Academy 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.

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, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of this appeals procedure to consider whether to request a review of the centre's marking.

The procedure is outlined below:

1. The Wellington Academy 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.
2. The Wellington Academy will inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment.
3. The Wellington Academy will, having received a request for copies of materials, promptly make them available to the candidate within five calendar working days.
4. The Wellington Academy will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.

5. The Wellington Academy will 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 within five calendar days of receiving copies of the requested materials.
6. Appeals should be made to the relevant subject leader who will take the following actions; inform the senior leader responsible for exams and the internal verifier, moderator or coordinator for the appropriate course.
7. The Wellington Academy will allow five working calendar days 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.
8. The Wellington Academy will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The Wellington Academy will inform the candidate in writing of the outcome of the review of the centre's marking.
10. 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 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 in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.