



# SOLIHULL

## Internal Appeals Policy

**Owner:** Senior School Deputy Head (Academic)  
**Reviewer:** Senior School – Director of Assessment  
**Last Reviewed:** June 2024

Version 4

## **Internal Appeals Policy**

This policy confirms Solihull School's compliance with JCQ's General Regulations for Approved Centres, section 5.8, 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 qualifications (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments) that contribute to the final grade of the qualification are internally assessed (marked) by the subject teacher. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

The 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 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. The 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.

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, then he/she may make use of this appeals procedure to consider whether to request a review of marking. A candidate may not request an appeal simply on the basis of the mark awarded.

1. Solihull 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. On request, Solihull will provide copies of materials (for example, the relevant specification, and any other associated subject-specific documents) to assist a candidate in considering whether to request a review of the centre's marking of the assessment.
3. Solihull will, having received a request for copies of materials, promptly make them available to the candidate within 1 working day.
4. Requests for reviews of marking must be made in writing within 5 working days of receiving the centre assessed marks or, if relevant, copies of the requested materials.
5. A request is made by completing the internal appeals form. The request must set out under what grounds candidates wish to request a review.
6. In line with examination board practice, a charge will normally be levied for the conduct of an internal appeal.
7. The school will ensure that the review is carried out and the candidate informed of the outcome before the awarding body's deadline.

8. The school will ensure that the review of marking is carried out by an assessor who has appropriate competence and who has had no previous involvement in the assessment of that candidate for that component.

9. The candidate will be informed in writing of the outcome of the review of the centre's marking.

10. A written record will be kept and made available to the awarding body upon request.

11. After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Solihull School and is not covered by this policy.