



Internal Examination Appeals Procedure 2024-25

Approved by the LAB 5th February 2025
Date of next review: December 2025
Responsible Officer Ran Partock

Appeals Against Internal Assessment Decisions (Centre Assessed Marks)

This procedure confirms Comberton Village College compliance with JCQ's General Regulations for Approved Centres 2024/25, 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 / GCE that contribute to the final grade of the qualification are internally assessed and marked by the centre. The marks awarded are then submitted by the deadline set by the awarding body for external moderation.

Exam Boards Deadlines for the Submission of Coursework/Non-Examination Assessment NEA Marks (Summer 2025 exam series)

DATE	QUALIFICATION	DETAILS
Art & Design – 31/05/25 MFL Speaking – 22/05/25	GCSE / Entry Level	Final date for submission of coursework/NEA marks to AQA
Art & Design – 31/05/25 Drama – 15/05/25 MFL – 26/05/25 PE – 2 weeks before Moderation	AS / A Level	Final date for submission of coursework/NEA marks to AQA
All NEA & Cambridge Nationals – 15/05/25	GCSE / AS / A Level	Final date for submission of coursework/NEA marks to OCR
All Relevant Subjects 15/05/25	GCSE / AS / A Level	Final date for submission of coursework/NEA marks to Pearson
Art & Photography –30/05/25 Film Studies – 15/05/25	GCSE / AS / A Level	Final date for submission of coursework/NEA marks to WJEC

Comberton Village College 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.

Comberton Village College ensures that all centre staff follow a robust *Non-examination assessment procedure* (for the management of GCSE / GCE non-examination assessments). This procedure details all procedures relating to non-examination assessments for GCSE/GCE including the marking and quality assurance processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Comberton Village College 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 teacher 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.

Comberton Village College 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.

1. Comberton Village College will inform candidates that they may request copies of materials (for example: 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. Candidates may also wish to arrange to view their marked work in the school.
2. Comberton Village College will, having received a request for copies of materials, promptly make them available to the candidate within one working day.
3. Comberton Village College will provide candidates with sufficient time to allow them to review copies of materials and reach a decision.
4. Comberton Village College 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 two calendar days of receiving copies of the requested materials and a minimum of five calendar days prior to the exam board's deadline.
5. Comberton Village College will allow five calendar days on receipt of internal appeals request, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
6. Comberton Village College will ensure that the review of marking is carried out by a teacher who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
7. Comberton Village College will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

8. Comberton Village College will inform the candidate in writing of the outcome of the review of the centre's marking.

9. 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 line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Appeals Against the Centre's Decision not to Support a Clerical Check, a Review of Marking, a Review of Moderation or an Appeal

Following the issue of results, awarding bodies make post-results services available. Comberton Village College will issue the provisional results.

If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, an enquiry about the result may be requested.

Enquiries about Results (EARs) offers three services:

Service 1 - clerical re-check;

Service 2 - review of marking;

Service 3 - review of moderation (this service is not available to an individual candidate).

Written candidate consent is required in all cases before a request for an EAR service 1 or 2 is submitted to the awarding body as with these services candidates' marks and subject grades may be lowered. Candidate consent can only be collected **after** the publication of results.

If a concern is raised about a particular examination result, Subject Staff routinely check results and if they consider it appropriate to put in an Enquiry about Results to the Examinations Board they will contact the candidate.

Where the centre does not uphold a request from a candidate, it is possible for a candidate to request a remark, however in this instance Comberton Village College will ask the parent(s)/Carer(s) to meet the cost. If the Enquiry is successful, the fee is refunded by the Examinations Board.

Following the EAR outcome, an external appeals process is available if the head of centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications Post-Results Services and JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes) will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the head of centre is satisfied after receiving the EAR outcome, but the candidate (or his/her parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the head of centre. Following this, the head of centre's decision as to

whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the JCQ Appeals Booklet. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

Comberton Village College's procedure should be followed. Any appeal should be submitted to the centre within seven calendar days of the notification of the outcome of the EAR. Subject to the head of centre's decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required 30 calendar days of receiving the outcome of the enquiry about results process. Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the exams officer). If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

If the College has not provided a standard of service within the area of public examinations and all related assessment components, as detailed by this procedure or JCQ regulations, it is advised that The Cam Academy Trust Complaints Policy should be followed, and a formal communication be made to the school.