



Centre Assessed Marks – The right to appeal

Many courses offered in Years 10, 11, 12 and 13 have some element which is assessed by South Craven teachers, but which contributes to the final marks in a qualification. These are all referred to as 'Centre Assessed Marks' and include non-examined assessments (NEA) coursework and controlled assessments as well as the exam component in GCSEs in Art, Graphics, Photography and Textiles.

After a formal assessment of this kind has taken place, students will be informed of their mark. If a student believes that their work has not been assessed fairly, they do have the right to appeal. This document sets out the process which must be followed to make an appeal. Students will need to explain the reasons why they want to appeal their mark clearly.

All references to "days" are working days and do not include weekends. Actions should be completed by the end of the working days referred to in this document.

All appeals must take place in the timescales set out below, so that the appeal is dealt with before marks are submitted to the exam boards. Marks can still change after this, as most centre assessed marks are moderated by the exam boards as part of the process.

Timeline for Candidates to appeal Centre Assessed Marks (GCSE, A level and Vocational NEA, Coursework and Controlled Assessments)

DAY 1	<ul style="list-style-type: none"> Students receive assessment marks from their class teacher Teachers must make students aware of this procedure and the timescales for appeal Teaching staff record the date that marks were returned to students
DAY 3	<ul style="list-style-type: none"> Students decide if they wish to appeal the assessed mark within three days Students make a formal request in writing to the Head of Faculty for relevant documents including: <ul style="list-style-type: none"> Appropriate mark schemes Documentation detailing the justification of marks awarded: Usually the "Candidate Record Form" A copy of the marked work, if required/appropriate
DAY 5	<ul style="list-style-type: none"> The Head of Faculty will provide the requested documents in hardcopy to the student The Head of Faculty will record that this has been done
DAY 7	<ul style="list-style-type: none"> Students must decide if they wish to pursue an appeal against the marks awarded If they choose to do so, they must submit a request in writing to the Head of Faculty no later than seven days after receiving their mark
DAY10	<ul style="list-style-type: none"> The Head of Faculty will ensure that the work is assessed by an appropriate colleague who was not involved in the original marking The review marker will ensure that the assessment is in line with the national standards and in line with the standard set by the school



- The Head of Faculty will inform the student of the outcome of the review in writing or by email
- The Head of Faculty will inform the Headteacher that the review has taken place

Internal Assessment Request to Resubmit – Level 3 Pearson BTEC courses only

When the marks for Internally Assessed Units are returned to students, they will have already been through a process of marking and internal verification. For this reason, as the marking has already been reviewed, students may request to resubmit work, following the timelines below.

DAY 1	<p>Assessment is within 10 days of the set deadline and time is allocated for the Internal Verifier (the class teacher) before summative grades are shared with the student.</p> <p>Students receive assessment marks through:</p> <ul style="list-style-type: none"> • The return of work • Completed summative assessment sheet signed by staff and student • Plagiarism sheet completed by the student and staff • Feedback date as per assessment schedule unless extension agreed due to exceptional circumstances • Mark tracker is completed
DAY 2	<p>If the student believes the assessment is not justified, the student has 5 days to query internal assessment and:</p> <ul style="list-style-type: none"> • The teacher will determine if the work can be re-submitted, providing the initial agreed deadline was met. This is for students who have just missed the grading criteria • A new date is agreed (15 working days) and to be completed during term time in the same academic year as the original submission
DAY 17	<p>Work to be re-submitted and assessed by the class teacher (5 days), must include:</p> <ul style="list-style-type: none"> • The declaration sheet signed by staff and student for the new piece of work • The initial assessment record • The re-submission of new summative sheet • Confirmation from the class teacher that re-submitted work is the learner's own work • New assignment sheet with new deadline
DAY 22	<p>Resubmitted work to be:</p> <ul style="list-style-type: none"> • Internally verified (3 days) • Result to be discussed with Lead Verifier and Head of Faculty
DAY 25	<ul style="list-style-type: none"> • Student informed of assessment outcome • If the student has not achieved a "Pass", the student can be given a re-take opportunity (1 only). This is providing re-submission was submitted as indicated by the deadline and only in exceptional circumstances and agreed to by the Lead Verifier and the Quality Nominee • Tracker updated.

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	<ul style="list-style-type: none">• New assignment which includes the "Pass" tasks student has not achieved in the re-submission New deadline date to be given to the student (5 days allocated for completion)
DAY 30	<ul style="list-style-type: none">• Re-take work to be submitted. Class teacher to assess (3 days)• New assignment has been set targeted only to the "Pass" criteria, which were not achieved in the original assignment• New declarations of authentication must be signed by assessor and student• New summative sheets and assignment tasks
DAY 33	<ul style="list-style-type: none">• Internal Verifier to notify Head of Faculty and Lead Verifier of the work carried out• Lead Verifier to inform Quality Nominee of the outcome (3 days)• Tracker updated
DAY 36	<ul style="list-style-type: none">• Final assessment shared with the student – to include a summative assessment sheet (A third copy – original, re-submission and re-take)• Tracker to be completed and updated
DAY 37	<ul style="list-style-type: none">• If the candidate is not satisfied with the outcome, this will need to be reported to the Vocational Leader and Exams Office. The process of all work carried out will be passed on to the awarding body.• The Centre/school/Head of Faculty /Lead Verifier will keep a copy of both the work and outcome of the appeals procedure.

All original documentation must be retained after each process

- Assignment sheet with original deadline date
- Authentication sheets signed by staff and student
- Summative assessment completed

Resubmission

- Assignment sheet – new deadline
- Additional authentication sheet signed by staff and student
- Summative assessment completed

Re-Take

- Copy of the new task sheet directed at missed "Pass" criteria only
- New deadline evident
- Additional authentication sheet signed by staff and student
- Summative assessment completed

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Internal Appeals form

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

FOR CENTRE USE ONLY	
Date received	
Reference No.	

- Appeal against an internal assessment decision and/or request for a review of marking
- Appeal against the centre's decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal

Name of appellant		Candidate name if different to appellant	
Awarding body		Exam paper code	
Qualification type Subject		Exam paper title	

Please state the grounds for your appeal below:

(If applicable, tick below)

- Where my appeal is against an internal assessment decision I wish to request a review of the centre's marking

If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Appellant signature:

Date of signature:

This form must be signed, dated and returned to the exams officer on behalf of the head of centre to the timescale indicated in the relevant appeals procedure

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Internal appeals form relating to access arrangements, reasonable adjustments and special consideration

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

FOR CENTRE USE ONLY	
Date received	
Reference No.	

- Appeal against the centre's decision not to support access arrangements, reasonable adjustments and/or special consideration
- Appeal against the centre decisions relating to other administrative issues

Name of appellant		Candidate name if different to appellant	
Access Arrangement Refused		Reasonable Adjustment Refused	
Special Consideration Details		Administrative Issue Details	

Please state the grounds for your appeal below:

If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Appellant signature:

signature:

Date of

- **This form must be signed, dated and returned to the exams officer on behalf of the head of centre to the timescale indicated in the relevant appeals procedure**