



WELLINGTON COLLEGE BELFAST

Internal Appeals Policy

Reviewed by The Board of Governors September 2019

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

1. Wellington 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.
2. Wellington College will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Wellington College will, having received a request for materials, promptly make them available to the candidate, either originals viewed under supervised conditions or copies.
4. Wellington College will provide candidates with sufficient time, normally at least five working days, in order to allow them to review copies of materials and reach a decision.
5. Wellington 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. See AP1 Form.
6. Wellington College will allow sufficient time 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.
7. Wellington College will ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review.
8. Wellington College will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Wellington College will inform the candidate in writing of the outcome of the review of the centre's marking. See AP2 Form.
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.

Key Dates for 2019 – 2020

Exam Board	Last date for marks issued to pupils	Final Submission of marks
CCEA	1 st April	1 st May 2020 (CCEA)
Other	27 th April	15 th May

Further guidance to inform and implement appeals procedures:

- ▶ General Regulations for Approved Centres <https://www.icq.org.uk/exams-office/general-regulations>
- ▶ Post-Results Services <https://www.icq.org.uk/exams-office/post-results-services>
- ▶ JCQ Appeals Booklet <https://www.icq.org.uk/exams-office/appeals>
- ▶ Notice to Centres - Reviews of marking (centre assessed marks) <https://www.icq.org.uk/exams-office/coursework> <https://www.icq.org.uk/exams-office/non-examination-assessments>
- ▶ Notice to Centres – informing candidates of their centre assessed marks <https://www.icq.org.uk/exams-office/non-examination-assessments>

Internal Appeals Form (IA1)

FOR CENTRE USE ONLY

Date received

Name of person requesting a review		Candidate Name <i>if different</i>	
Awarding Body		Examination Paper Code	
Subject		Examination Paper Title	

Please state the grounds for your appeal below:

Candidate Signature:

Date of Signature:

Parent/ Guardian Signature:

Date of Signature:

This form must be signed, dated and returned to the Examinations Officer on behalf of the Head of Centre to the timescale indicated in the relevant appeals procedure

Internal Appeals Results Form (IA2)

FOR CENTRE USE ONLY	
Date received	

Candidate Name		Assessor Name	
Awarding Body		Examination Paper Code	
Subject		Examination Paper Title	
Result has changed	Yes New mark:	No Mark remains at:	

Assessor Signature:	Date of Signature:
Head of Centre Signature:	Date of Signature:

This form must be signed, dated and returned to the Examinations Officer on behalf of the Head of Centre to the timescale indicated in the relevant appeals procedure. The candidate should receive a copy.

Complaints and Appeals Log

The outcome of any 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 logged as an appeal, so information can be easily made available to an awarding body upon request.

Reference Number	Date Received	Complaint or Appeal	Outcome	Outcome Date