

Internal Appeals Procedure **for internal marking of work for external qualifications**

In accordance with the General Regulations for Approved Centres as set out by the JCQ (Joint Council for Qualifications), Honiton Community College is committed to ensuring that:

- Staff mark candidates' work fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.
- 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.
- Staff have appropriate knowledge, understanding and skills, along with relevant training for moderation and standardisation of internal assessments as set out by the Examining Boards.
- Assessment evidence provided by the student is produced and authenticated according to the requirements of the Examining Boards.

If a Student or Parent/ Carer feels that this may not have happened with regards to their/ their child's work, they may make use of this appeals procedure.

The following process will be used for all appeals:

- We 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 their assessment.
- Having received a request for copies of materials, we will make them available to the candidate and allow sufficient time for them to review copies of materials and reach a decision.
- Appeals should be made, in writing, to the Examinations Manager within 5 days of receiving their internal assessed marks.
- Any appeals will be investigated by the Examinations Manager and a member of the Senior Leadership Team. If any of these members of staff were directly involved in the assessment in question, the Principal will appoint another member of staff of similar or greater seniority to conduct the investigation.
- The enquiry will consider whether the procedures used in the internal assessment conformed to the regulations set out by the Examining Board.
- All parties involved will be informed in writing of the outcome of the investigation. This will include any correspondence with the Examining Boards and any changes made to improve matters in the future.

Please note that an appeal can only be made to the College with regards to the procedures and processes which lead to the internal assessment marks and not the **actual** mark or overall grade awarded. All internally assessed work is externally moderated by the Examining Boards to ensure consistency between centres this external process could alter the marks awarded. Honiton Community College has no control over this and each Examining Board publishes their own appeals procedure. Please contact the Exams Manager for advice on this matter.