



CHATHAM & CLARENDON GRAMMAR SCHOOL

Internal Appeals Procedure

Appeals against centre-assessed marks (Review of centre marking)

(BTEC Level 3 National Extended Certificate, Cambridge Advanced National Level 3 qualifications, Cambridge Technical Level 3 qualifications, Cambridge National Level 2 qualifications, GCE coursework, GCE and GCSE non-examination assessments, Project qualifications, and WJEC Applied Level 3 qualifications)

Chatham & Clarendon Grammar 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. Chatham & Clarendon Grammar 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.

1. Chatham & Clarendon Grammar School 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. Chatham & Clarendon Grammar School 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. Chatham & Clarendon Grammar School will, having received a request for copies of materials, promptly make them available to the candidate.
4. Chatham & Clarendon Grammar School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Chatham & Clarendon Grammar School 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.

6. Chatham & Clarendon Grammar School 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. Chatham & Clarendon Grammar School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. Chatham & Clarendon Grammar School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Chatham & Clarendon Grammar School will inform the candidate in writing of the outcome of the review of the centre's marking.
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 line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Appeals against externally assessed marks

Where the centre does not support an enquiry about results:

clerical re-check, review of marking, review of moderation, an appeal

Chatham & Clarendon Grammar School is committed to ensuring the best possible outcomes for examination candidates. Each candidate has the right to request an enquiry about results for scripts that have been marked by external examiners, provided that the candidate has understood and completed the JCQ Candidate Consent Form and paid the appropriate fee.

A candidate may disagree with the new result that has been issued following an enquiry about results. Any application for an appeal of the new result must be made by the Headteacher. The Headteacher will only proceed with an appeal where there is compelling evidence to support it.

The appeals process is outside the control of Chatham & Clarendon Grammar School and is not covered by this procedure.

Centre decisions relating to access arrangements and special consideration

Chatham & Clarendon Grammar School is guided by the JCQ regulations. Every candidate reserves the right to discuss their individual needs. The awarding bodies have the final decision on granting access arrangements and special consideration.