



**Internal Appeals Procedures**

Approved.....

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### Key Staff involved in internal appeals procedures

Head of Centre – Mr S Gilbert-Barnham  
Exams Officer – Mrs L Abbotts-Freeman  
Vice Principal - Mr D Richards

### Appeals against internal assessment decisions (centre assessed marks)

This procedure confirms Ormiston Venture Academy compliance with JCQ's [General Regulations for Approved Centres \(section 5.3z, 5.8\)](#) that the centre will:

- have in place for inspection that must be reviewed annually, a written internal appeals procedure which must cover at least appeals regarding internal assessment decisions, access post-result services and appeals, and centre decisions relating to access arrangements and special consideration
- draw to the attention of candidates and their parents/carers their written internal appeals procedure

This procedure covers appeals relating to:

- Internal assessment decisions (centre assessed marks)
- Centre decisions not to support an application for clerical re-check, a review of marking, a review of moderation or an appeal
- Centre decisions relating to access arrangements and special consideration
- Centre decisions relating to other administrative

### Appeals against internal assessment decisions (centre assessed marks)

Certain qualifications contain components/units of non-examination assessment (or units of coursework) which are internally assessed (marked) by Ormiston Venture Academy and internally standardised. The marks awarded (the internal assessment decisions) which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation.

The qualifications delivered at Ormiston Venture Academy containing internally assessed components/units are: GCSE, Cambridge Nationals, BTEC

This procedure confirms Ormiston Venture Academy compliance with JCQ's General Regulations for Approved Centres (section 5.7) that the centre will:

- have in place and be available for inspection purposes, 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
- before submitting marks to the awarding body inform candidates of their centre assessed marks and allow a candidate to request a review of the centre's marking.

Deadlines for submission of marks (summer 2025 exam Series):

Date	Qualification	Details
15.05.26 (TBC)	GCSE	Final date for submission of centre assessed marks – AQA OCR – Pearson - WJEC

Ormiston Venture Academy is committed to ensuring that whenever their staffs mark candidate's work this is done fairly, consistently and in accordance with the awarding body's specification and subject associated documents.

Ormiston Venture Academy ensures that all centre staff follow a robust policy the management of Non – examination assessment including controlled assessments and coursework. This policy details all procedures relating to non-examination assessments, for GCSE, project qualifications including the marking and quality assurance/internal standardisation processes which relevant teaching staff 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 and do not have any potential conflicts of interest. If AI tools have been used to assist in the marking of candidates' work, they will not be the sole marker. Ormiston Venture Academy is committed to ensuring that work produced by 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 their work, or that the assessor has not properly applied the marking standards to their marking, then they may make use of the appeals procedures below to consider whether to request a review of the centre's marking.

### **Ormiston Venture Academy 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.
- inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality
- Inform candidates that they may request copies of materials (generally as a minimum a copy of their marked work, 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.
- having received a request for copies of materials, promptly make them available to the candidate within 5 calendar days.
- inform candidates they will not be allowed access to original assessment material, including artefacts, unless supervised
- provide candidates with sufficient time in order to allow them to review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing within 5 calendar days of receiving the copies of the requested materials to the Examination Officer.
- Ormiston Venture Academy will allow 10 calendar days for the review to be carried out to make any necessary changes to the marks and to inform the candidate of the outcome, all before the awarding bodies deadline for the submission of marks.
- Ensure that the review of marking is conducted 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.
- Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

- To inform the candidate in writing of the outcome of the review of the centre's marking.

The outcome of the review of the centre's marking will be made know 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 body 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.

### **Appeals against decisions to reject a candidates work on the grounds of malpractice**

The JCQ Information for candidate's documents (Coursework, Non-examination assessments, social media) which are distributed to all candidates prior to relevant assessments taking place, inform candidates of the things they must and must not do when they are completing their work.

Ormiston Venture Academy ensures that those members of teaching staff involved in the direct supervision of candidates producing work for assessments are aware of the potential for malpractice.

Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication does not need to be reported to the awarding body but will be dealt with in accordance with the centre's internal procedures. The only exception to this is where the awarding body's confidential assessment material has potentially been breached. The breach will be reported to the awarding body immediately.

If there are doubts about the authenticity of the work of a candidate or irregularities are identified in a candidate's work before the candidate has signed the declaration of authentication/authentication statement (where required) and malpractice is suspected, Ormiston Venture Academy will:

- follow the authentication procedures and/or malpractice instructions in the relevant JCQ document (Instructions for conducting non-examination assessments/Instructions for conducting coursework) and any supplementary guidance that may be provided by the awarding body. Where this may lead to the decision to not accept the candidate's work for assessment or to reject a candidate's coursework on the grounds of malpractice, the affected candidate will be informed of the decision.

If a candidate who is the subject of the decision disagrees with the decision:

a written request, setting out as clearly and concisely as possible the grounds for the appeal including any further evidence relevant to supporting the appeal, should be submitted

- an internal appeals form should be completed and submitted within 5 calendar/working days of the decision being made known to the appellant

The appellant will be informed of the outcome of the appeal [(insert when, for example) within X calendar/working days of the appeal being received and logged by the centre].

This procedure is informed by the JCQ documents Instructions for conducting non-examination assessments (4.6, 6.1, 9), Instructions for conducting coursework (6, 7, 13.5), Review of marking (centre assessed marks) suggested template for centres, Notice to Centres - Informing candidates of their centre assessed marks and Suspected Malpractice: Policies and Procedures (4.5)

### **Appeals relating to centre decisions not to support an application for clerical re-check, a review of marking a review of moderation or an appeal**

This procedure confirms Ormiston Venture Academy compliance with JCQ's General Regulations for Approved Centres (section 5.13) that the centre will:

- have available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support an application for a clerical re-check, a review of marking, a review of moderation or an appeal

Following the issue of results, awarding bodies make post-results services available. [Insert how this works in your centre, for example - Full details of these services, internal deadlines for requesting a service and fees charged are provided by the exams officer].

Candidates are also made aware of the arrangements for post-results services prior to the issue of results. Candidates are also informed of the periods during which senior members of centre staff will be available immediately after the publication of results so that results may be discussed, and decisions made on the submission of reviews of marking. before they sit any exams Candidates are made aware/informed by the Vice Principal in collectives

If the centre or a candidate (or their parent/carer) has a concern and believes a result may not be accurate, post-results services may be considered.

The JCQ post-results services currently available are detailed below

#### Reviews of Results (RoRs)

- Service 1 – Clerical re-check  
This is the only service that can be requested for objective tests (multiple choice tests)
- Service 2 – Review of Marking
- Priority Service 2 (Review of marking)  
This service is available for externally assessed components of both unitised and linear GCE A Level specifications
- Service 3 review of moderation (this service is not available to an individual candidate)

#### Access to Scripts (ATS)

- Copies of scripts to support reviews of marking
- Copies of scripts to support teaching and learning

Where a concern is expressed that a particular result may not be accurate, the centre will look at the marks awarded for each component part of the qualification alongside any mark schemes, relevant result reports, grade boundary information etc. when made available by the awarding body to determine if the centre supports any concerns.

For Written Components that contributed to the final result, Ormiston Venture Academy will:

- Where a place a university or college is at risk, consider supporting a request for a priority service 2 of marking where the qualification concerned is eligible for this service
- In all other instances, consider accessing the script by:
  - (where the service is made available by the awarding body) requesting a priority copy of the candidate's script to support a review of marking by the awarding body deadline
  - (where the option is made available by the awarding body) viewing the candidate's marked script online to consider if requesting a review of marking is appropriate
- Collect informed written consent/permission from the candidate to access their script
- On access to the script, consider if it felt that the agreed mark scheme has been applied correctly in the original marking and if the centre considers there are any errors in the marking
- Support a request for the appropriate RoR service (clerical re-check or review of marking) if any error is identified
- Collect informed written consent from the candidate to request the RoR service before the request is submitted
- Where relevant, advise an affected candidate to inform any third party (such as college or University) that a review of marking has been submitted to an awarding body

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for ROR service 1 or 2 (including priority service 2) is submitted to the awarding body. Consent is required to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or a review of marking, and any subsequent Appeal, may be lower than, higher than, or the same as the result which was originally awarded. Candidate consent must only be collected after the publication of results.

For any moderated components that contributed to the final result, the centre will:

- Confirm that a review of moderation cannot be undertaken on the work of an individual candidate or the work of candidates not in the original sample submitted for moderation
- Consult any moderator's report/feedback to identify any issues raised
- Determine if the centre's internally assessed marks have been accepted without change by the awarding body – if this is the case, a RoR service 3 (Review of moderation) will not be available
- Determine if there are any grounds to submit a request for a review of moderation for the work of candidates in the original sample

#### **Centre Actions in the event of a disagreement (dispute)**

Where a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking or a review of moderation, the centre will:

- For a review of marking (RoR priority service 2), advise the candidate they may request the review by providing informed written consent (and the required fee) for this service to the centre by the deadline set by the centre
- For a review of marking (RoR service 1 or 2), first advise the candidate to access their script to support a review of marking by providing written permission for the centre to access the script (and any required fee) for this service to the centre to submit this request
- After accessing the script to consider the marking, inform the candidate that if a request for a review of marking (RoR service 1 or 2) is required, this must be submitted by the deadline set by the centre by providing informed written consent (and the required fee) for this service to the centre to submit this request
- Inform the candidate that a review of moderation (RoR service 3) cannot be requested for the work of an individual candidate or the work of a candidate not in the original sample]

If a concern is raised about a particular examination result, the exams officer, teaching staff and head of centre will investigate the feasibility of requesting an enquiry supported by the centre. Heads of faculty may approach the Exams Officer with their concerns with marking, and in the case of a whole entry will then approach Head of Centre, who will decide whether the school will finance the review.

Candidates are informed of the outcome from their ROR either via Head of Year 11 or the post.

Returned scripts (if requested via the candidate) are signed for by the candidates and are from this point the responsibility of the candidates, not the centre.

Where the centre does not uphold a request from a candidate, the candidate will be informed of the relevant ROR fee to the centre and a request will be made to the awarding body on behalf of the candidate's behalf.

If the candidate believes there are grounds to appeal against the centre's decision not to support the review an internal appeal can be submitted to Ormiston Venture Academy following the complaints and appeals procedure. This is required 5 days after results day to enable the centre to look at the appeal and process the ROR.

The Appellant will be informed of the outcome of their appeal within school days.

Following the ROR 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 and JCQ appeals booklet will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the head of centre is satisfied after receiving the ROR outcome, but the candidate believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made by 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 acceptable grounds as detailed in the JCQ appeals booklet. Candidates are not permitted to make direct representations to an awarding body.

Ormiston Venture Academy internal appeals form should be completed and submitted to the centre within 5 calendar days of the notification of the outcome of the ROR. 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 review of results process. Awarding body fees which may be charged for the preliminary appeal is submitted to the awarding body (fees are available from Exams is officer). If the appeal is upheld by the awarding body: this fee will be refunded by the awarding body and repaid to the centre.



## Appeals regarding centre decisions relating to access arrangements and special consideration

This procedure confirms Ormiston Venture Academy compliance with JCQ's **General Regulations for Approved Centres** (section 5.3x) that the centre will:

- have in place for inspection a written internal appeals procedure which must cover at least appeals regarding... centre decisions relating to access arrangements and special consideration reviewed annually

Ormiston Venture Academy will:

- comply with the principles and regulations governing access arrangements and special consideration as set out in the JCQ publications **Access Arrangements and Reasonable Adjustments** and **A guide to the special consideration process**
- ensure that all staff who manage and implement access arrangements and special consideration are aware of the requirements and are appropriately supported and resourced

### Access arrangements and reasonable adjustments

In accordance with the regulations, Ormiston Venture Academy:

- recognises its duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates.
- complies with its responsibilities in identifying, determining and implementing appropriate access arrangements and reasonable adjustments

Failure to comply with the regulations have the potential to constitute malpractice which may impact on a candidate's result(s).

Examples of failure to comply include:

- putting in place access arrangements/adjustments that are not approved
- failing to consider putting in place access arrangements (which may be a failure to comply with the duty to make reasonable adjustments)
- permitting access arrangements/adjustments within the centre which are not supported by appropriate evidence
- charging a fee for providing reasonable adjustments to disabled candidates

### Special consideration

Where Ormiston Venture Academy has appropriate evidence signed by a member of the senior leadership team to support an application, it will apply for special consideration at the time of the assessment for a candidate who is affected by adverse circumstances beyond their control when the issue or event has had, or is reasonably likely to have had, a material effect on the candidate's ability to take an assessment or demonstrate their normal level of attainment in an assessment.

### **Centre decisions relating to access arrangements, reasonable adjustments and special consideration**

This may include Ormiston Venture Academy decision not to make/apply for a specific reasonable adjustment or to apply for special consideration, in circumstances where a candidate does not meet the criteria for, or there is no evidence/insufficient evidence to support the implementation of an access arrangement/reasonable adjustment or the application of special consideration.

Where Ormiston Venture Academy makes a decision in relation to the access arrangement(s), reasonable adjustment(s) or special consideration that apply for a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied with its responsibilities or followed due procedures, a written request setting out the grounds for appeal should be submitted
- Ormiston Venture Academy will allow 10 calendar days for the review to be carried out to make any necessary changes to the marks and to inform the candidate of the outcome, all before the awarding bodies deadline for the submission of marks To determine the outcome of the appeal, the head of centre will consult the respective JCQ publication to confirm the centre has complied with the principles and regulations governing access arrangements and/or special consideration and followed due procedures.

## Internal Appeals form

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

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

- Appeal against an internal assessment decision and/or request for a review of marking
- Appeal against a decision to reject candidate's work on the grounds of malpractice
- Appeal against the centre's decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal
- Appeal against the centre's decision relating to access arrangements or special consideration
- Appeal against the centre's decision relating to an administrative issue
- Appeal against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Name of appellant		Candidate name if different to appellant	
Awarding body		Exam paper code	
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



## Further guidance to inform and implement appeals

### JCQ publications

- ▶ *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>
- ▶ Suspected Malpractice: Policies and Procedures <https://www.icq.org.uk/exams-office/malpractice/>
- ▶ Access Arrangements and Reasonable Adjustments <https://www.icq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/>
- ▶ A guide to the special consideration process <https://www.icq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/>

### Ofqual publications

- ▶ *GCSE (9 to 1) qualification-level conditions and requirements*  
<https://www.gov.uk/government/publications/gcse-9-to-1-qualification-level-conditions>
- ▶ *GCSE (A\* to G) qualification-level conditions and requirements*  
<https://www.gov.uk/government/publications/gcse-a-to-g-qualification-level-conditions-and-requirements>