Great Marlow School

Excellence • Compassion • Integrity

Internal Appeals Policy
relating to
internal assessment decisions

Ratified by trustees:	July 2022
Last reviewed by Examinations Officer:	October 2026

These procedures are reviewed annually to ensure compliance with current regulations

Key staff involved:

Role	Name(s)
Head of Centre	**MR G PENDLEBURY**
Assistant Headteacher (Exams Line Manager)	**MRS L FLETCHER**
Examinations Officer	**MRS A SMITH**

This policy confirms GMS compliance with JCQ's General Regulations for Approved Centres 2026-27; namely, that the centre will:

- have in place, and available for inspection purposes, a written Internal Appeals Procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, widely available and accessible to all candidates
- inform candidates of their centre assessed marks and allow a candidate to request a review of the centre's marking before submitting marks to the awarding body for external moderation

The policy relates to any candidate work that will count towards a final public examination grade and that has been marked by Great Marlow School (GMS) staff.

GMS 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' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. GMS is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where several subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of a centre assessed mark, a candidate may decide to make use of the Internal Appeals Procedure below to consider whether to request a review of that mark.

It is important to note that a review may result in the mark going down, going up or staying the same.

Internal Appeals Procedure

1. GMS 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. GMS will inform parents / carers of the deadlines by which candidates may request materials (such as copies of their marked work and the mark scheme or assessment criteria) to assist them in considering whether to request a review of the centre's marking of the assessment. Students should request materials by emailing exams@gms.bucks.sch.uk by the deadlines given.
3. Having received a request for materials, GMS will make them available to the candidate by the published deadline. This will either be copies of originals or, where

this is impossible, the opportunity to view the original material under supervised conditions.

4. GMS 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 by completing the 'Internal Appeals Form relating to internal assessment decisions'. This form can be found on the school website under Learning - Examinations Information – Exam Results, Appeals and Resits – What to do if you have a query about your results? A copy is at the end of this policy also, for reference.

5. GMS will allow time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome by the published deadline; before the awarding body's deadline for the submission of marks.

6. GMS 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 piece of work in question and has no personal interest in the outcome of the review. They will review:
   a. The candidate's work
   b. The mark sheet completed by the teacher
   c. Information regarding any internal standardisation process
   d. Any comments / annotations made by the teacher during marking

7. GMS will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
8. GMS will inform the candidate in writing of the outcome of the review of the centre's marking. This could be by email.

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. GMS will inform the awarding body if it does not accept the outcome of the review.

After submission of marks by GMS to the awarding bodies, these bodies carry out an external moderation process. This may result also 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

Internal Appeals Form relating to internal assessment decisions

FOR CENTRE USE ONLY	
Date received	
Date student notified of outcome	

Review an internal assessment decision - request for a review of the marking

Candidate name and number		Subject eg. Art, Geography...	
Awarding body eg. OCR, AQA...		Assessment title eg. English Speaking	
Qualification type eg. GCSE, A Level...		Assessment code eg. 8416H...	
Please state what you believe the issue is with the marking of your work: (If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed)			
Candidate signature:		Date of signature:	

This form must be signed, dated and returned to exams@gms.bucks.sch.uk within the timescale indicated in the Internal Appeals Policy relating to internal assessment decisions and the letter to parents / carers