

Version Control Tracker

Version Number	Date
V1	04/12/2023
V2	16/10/2024

1. Introduction

2. Purpose

3. Principles relating to centre assessed marks

4. Procedure for appealing internal assessment decisions (centre assessed marks)

5. Deadlines and timescales

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1. Introduction

Certain qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by Percy Hedley School and internally reviewed/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 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.

2. Purpose of the procedure

The purpose of this procedure is to confirm the arrangements at Percy Hedley School for dealing with candidate appeals relating to internal assessment decisions.

This procedure ensures compliance with JCQ regulations which state that centres must:

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

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Allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the

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Policy for Learner Appeals against Assessment Decisions

In cases where a learner wishes to appeal against an assessment decision;

The learner shall in the first instance discuss any grievance with the tutor to try to reach an agreement

If the learner is not satisfied with the outcome of these discussions, the learner should put the appeal in writing to the Internal Verifier at any time during the course or within 10 calendar days of receipt of results.

The Internal Verifier will consider the evidence, discuss the matter with the tutor and inform the learner of the decision within 10 calendar days of the appeal being received. All information used in arriving at the disputed decision will be made available to the learner as and when requested

If the learner is not satisfied with the decision of the Internal Verifier (IV), the appeal may be re-submitted within 10 calendar days of the IV decision having been given to the learner.

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