HAGLEY CATHOLIC HIGH SCHOOL

SEMPER FIDELIS

HCHS Exams Internal Appeals Procedure

Version	5
Date created/updated	October 2025
Ratified by	Local Governing Body
Date ratified	02/12/2025
Date issued	03/12/2025
Policy review date	Autumn 2026
Post holder responsible	Exams Officer
Director / LGB Chairperson	Mr G Taylor Smith

Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This Exams Complaints and Appeals Procedure has been approved and adopted by Hagley Catholic High School Governing Body on the 2nd December 2025 and will be reviewed in Autumn 2026.

Signed by LGB representative for Hagley Catholic High School:

G Taylor Smith

Signed by Principal:

J Hodgson

Summary of changes

Dates changed for 2025/2026
Page 5 – last paragraph added
Page 6 – paragraph 1 amended
Page 6 – paragraph 2 amended
Page 6 – paragraph 3 added
Page 9 – first bullet point amended

Appeals relating to internal assessment decisions (centre assessed marks)

Certain GCSE, GCE and other qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by Hagley Catholic High 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.

This procedure confirms Hagley Catholic High School's compliance with JCQ's *General Regulations for Approved Centres* that the centre has in place *"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"* and that the centre *"must inform candidates of their centre assessed marks as a candidate is allowed to request a review of the centre's marking before marks are submitted to the awarding body."*

Date	Qualification	Details
10th Jan	EPQ, Camb National	Final date for submission of marks to Pearson/OCR for HSC and EPQ
15th March	GCSE & GCE	Final date for submission of marks to OCR for PE
5th May	GCSE	Final date for submission of marks to WJEC Food
7th May	GCSE	Final date for submission of marks to AQA
15th May	GCSE/Cambridge Nationals, EPQ	Final date for submission of marks (OCR and Pearson)
15th May	GCE	Final date for submission of marks (AQA, OCR, Pearson and WJEC)
31st May	GCSE	Final date for submission of marks to AQA for Art
31st May	GCE	Final date for submission of marks to AQA for Art

Hagley Catholic High 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.

Hagley Catholic High School ensures that all centre staff follow a robust policy regarding the management of non-examination assessments including controlled assessments and coursework. This policy details the procedures relating to non-examination assessments, controlled assessments and coursework for GCSE, GCE, Cambridge Technical, Cambridge Nationals, BTEC, Entry Level and Project qualifications including the marking and quality assurance/internal standardisation processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, 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. Hagley Catholic High School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher/tutor is

involved in marking 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 the marking, then the candidate may make use of this appeals procedure to consider whether to request a review of the centre's marking.

N.B: an appeal may only be made against the assessment process and not against the mark to be submitted to the awarding body

1. Hagley Catholic High School will ensure that candidates are informed of their centre assessed marks and endorsement grades so that they may request a review of the centre's marking before marks are submitted to the awarding body.

2. Hagley Catholic High School will 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 of their work in meeting the published assessment criteria

3. Hagley Catholic High School will inform candidates that they may request copies of materials (as a minimum, a copy of the marked assessment material (work) and the mark scheme or assessment criteria plus additional materials which may vary from subject to subject) to assist them in considering whether to request a review of the centre's marking of the assessment.

4. Hagley Catholic High School will, having received a request for copies of materials, promptly make them available to the candidate. This will either be the originals viewed under supervised conditions or copies.

5. Hagley Catholic High School will inform candidates they will not be allowed access to original assessment material unless supervised.

6. Hagley Catholic High School will provide candidates with sufficient time, normally at least five working days, to allow them to review copies of materials and reach a decision.

7. Hagley Catholic High 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 for reviews of marking must be made in writing by completing the internal appeals form and candidates must explain on what grounds they wish to request a review.

8. Hagley Catholic High 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 for the submission of marks.

9. Hagley Catholic High School 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 component in question and has no personal interest in the outcome of the review.

10. Hagley Catholic High School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

11. The candidate will be informed 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 known to the head of centre who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body. A written record of the review will be kept and made available to the awarding body upon request.

The awarding body will be informed if the centre does not accept the outcome of a review.

Board submission date	Internal assessment review deadline date
10/01/2026	15th Dec 2025
15/03/2026	6th March 2026
05/05/2026	24th April 2026
07/05/2026	24th April 2026
15/05/2026	8th May 2026
31/05/2026	31st May 2026

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 the centre's 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 candidate's work on the grounds of malpractice

The JCQ Information for candidates 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.

The JCQ Information for candidates – AI (Artificial Intelligence and assessments) is issued to candidates prior to assessments taking place (and prior to a candidate signing the declaration of authentication which relates to their work).

Hagley Catholic High School ensures that staff delivering/assessing coursework, internal assessments and/or non-examination assessments are aware of centre procedures relating to the authentication

of learner work and have robust processes in place for identifying and reporting plagiarism (including AI misuse) and other potential candidate malpractice.

Candidate malpractice offences relating to the content of work (i.e. inappropriate/offensive content, copying/collusion, plagiarism (including AI misuse) and/or false declaration of authentication) which are discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication do not need to be reported to the awarding body but will be dealt with in accordance with the centre's internal procedures.

Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment where the offence does not relate to the content of candidates' work (e.g. possession of unauthorised materials, breach of assessment conditions) or where a candidate has signed the declaration of authentication, must be reported to the awarding body.

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, Hagley Catholic High School 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 working days of the decision being made known to the appellant

The appellant will be informed of the outcome of the appeal before the awarding body's deadline for the submission of marks.

Appeals relating to centre decisions not to support a clerical check, a review of marking, a review of moderation or an appeal.

This procedure confirms Hagley Catholic High School's compliance with JCQ's General Regulations for Approved Centres, 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 online application for a clerical check, a review of marking, a review of moderation or an appeal.

Following the issue of results, awarding bodies make post-results services available. 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 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. Candidates are made aware of the above via the exam procedures booklet and via the school website prior to sitting the examinations.

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:

Review 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 only available for externally assessed components of GCE A-Level specifications
    It is also available for Level 3 Vocational and Technical qualifications.

- **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, the centre will:

1. Where a place at university or college is at risk, consider supporting a request for a Priority Service 2 review of marking (where the qualification concerned is eligible for this service)
2. In all other instances, consider accessing the script by:
   a) (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 or
   b) (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
3. Collect informed written consent/permission from the candidate to access their script
4. On access to the script, consider if it is 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
5. Support a request for the appropriate RoR service (clerical re-check or review of marking) if any error is identified
6. Collect informed written consent from the candidate to request the RoR service before the request is submitted
7. Where relevant, advise an affected candidate to inform any third party (such as a university or college) that a review of marking has been submitted to an awarding body]

Written candidate consent is required in all cases (informed consent via candidate school email is acceptable) before a request for an 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 all 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 a copy of their script to support a review of marking by providing written permission for the centre to access the script (and any required administration fee for this service) for 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) for 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 the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support a review, an internal appeal can be submitted to the centre by completing the internal appeals form at least one week prior to the internal deadline for submitting a request for a review.

The appellant will be informed of the outcome of the appeal before the internal deadline for submitting an RoR].

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 Services* and *JCQ Appeals Booklet* (*A guide to the awarding bodies' appeals processes*) 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 (or their parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to 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 the acceptable grounds as detailed in the *JCQ Appeals Booklet*. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The internal appeals form should be completed and submitted to the centre within 10 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 the awarding body issuing the outcome of the review of results process. Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the exams officer). If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

Appeals regarding centre decisions relating to access arrangements and special consideration

This procedure confirms Hagley Catholic High School compliance with JCQ's **General Regulations for Approved Centres** (section 5.3z) that the centre will:

- have in place for inspection that must be reviewed and updated annually by a member of the senior leadership team and communicated within the centre, an internal appeals procedure which must cover at least appeals regarding... centre decisions relating to access arrangements and special consideration

Hagley Catholic High School will:

- comply with the principles and regulations governing access arrangements and special consideration as set out in the JCQ documents **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, Hagley Catholic High School:

- recognises its duty to explore and provide access to suitable courses, to submit applications for reasonable adjustments through the access arrangements process and make reasonable adjustments to the services 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 AARA (Importance of these regulations)

Special consideration

Where Hagley Catholic High School has appropriate evidence authorised 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 Hagley Catholic High School's 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 Hagley Catholic High School 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.
- An **internal appeals form** should be completed and submitted within 7 calendar/working days of the decision being made known to the appellant.

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.

The appellant will be informed of the outcome of the appeal within 30 calendar/working days of the appeal being received and logged by the centre.

If the appeal is upheld, Hagley Catholic High School will proceed to implement the necessary arrangements/submit the necessary application.

Appeals regarding centre decisions relating to other administrative issues

Circumstances may arise that cause Hagley Catholic High School to make decisions on administrative issues that may affect a candidate's examinations/assessments.

Where Hagley Catholic High School may make a decision that affects 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 the regulations or followed due process, a written request setting out the grounds for appeal should be submitted
- An **internal appeals form** should be completed and submitted within 7 calendar/working days of the decision being made known to the appellant.

The appellant will be informed of the outcome of the appeal within 30 calendar/working days of the appeal being received and logged by the centre.

Internal appeals form

This form should be completed in all cases to lodge an appeal.

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 a 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**

*Where the nature of the appeal does not relate directly to an awarding body's specific qualification, indicate N/A in the awarding body specific detail boxes

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 a separate 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 procedures

JCQ publications

- *General Regulations for Approved Centres* https://www.jcq.org.uk/exams-office/general-regulations
- *post-Results Services* https://www.jcq.org.uk/exams-office/post-results-services
- *JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)* https://www.jcq.org.uk/exams-office/appeals
- *Notice to Centres – informing candidates of their centre assessed marks* https://www.jcq.org.uk/exams-office/non-examination-assessments
- *Suspected Malpractice: Policies and Procedures* https://www.jcq.org.uk/exams-office/malpractice/
- *Access Arrangements and Reasonable Adjustments* https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/

- *A guide to the special consideration process* https://www.jcq.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
- *GCE qualification-level conditions and requirements* https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements