

BTEC, NCFE, City & Guilds, OCR, and T Level Internal Appeals Procedures

OWNED BY:		Karen Lucker			
DATE OF LAST REVIEW		June 2024			
PLANNED NEXT REVIEW:		June 2026			
APPROVAL:		Leadership			
APPLIES TO:	Staff	<input type="checkbox"/>	Student	<input checked="" type="checkbox"/>	Public

This procedure should be read in conjunction with the Student Complaints Procedure and awarding organisation’s policy guidelines.

These procedures are reviewed annually to ensure compliance with current regulations

Key staff involved in internal appeals procedures

Role	Name(s)
Head of centre	Matt Reynolds
SLT members	Karen Fraser, Matt Couzens, Richard Stonebridge
Exams officer	Neil Owen
Quality Nominee	Karen Lucker (Vocational only)

Appeals against internal assessment decisions (centre assessed marks) – BTEC specific guidelines on Page 8

This procedure confirms Cirencester 6th Form College compliance with JCQ’s *General Regulations for Approved Centres 2024/25*, section 5.8 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.”

Cirencester 6th Form College 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.

Cirencester 6th Form College ensures that all centre staff follow a robust *Non-examination assessment policy*

This policy details all procedures relating to non-examination assessments, including the marking and quality assurance processes which relevant teaching staff are 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. Cirencester 6th Form College 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.

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 his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of this appeals procedure to consider whether to request a review of the centre’s marking.

1. Cirencester 6th Form College 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. Cirencester 6th Form College will inform candidates that they may request copies of materials (for example, a copy of their marked work, the 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.
3. Cirencester 6th Form College will, having received a request for copies of materials, promptly make them available to the candidate within five calendar working days.
4. Cirencester 6th Form College will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Cirencester 6th Form College 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 within five calendar days of receiving copies of the requested materials.
6. Appeals should be made to the course team leader who will take the following actions:
 - Inform the Vice Principal Curriculum and Head of Faculty
 - Inform internal verifier, Lead IV for the appropriate course
 - Together they will convene an Appeal Panel of course team members and Quality Nominee , this should not include any lecturer, assessor, verifier involved in the original assessment, although they should be made aware of the appeal
7. Cirencester 6th Form College will allow five working calendar days 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.
8. Cirencester 6th Form College will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Cirencester 6th Form College 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 external verification 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 external verification 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.

The procedure (in grey font) is quoted directly from the JCQ publication *Reviews of marking (centre assessed marks) suggested template for centres* (updated in January 2018).

1. Appeals against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal

This procedure confirms Cirencester 6th Form College compliance with JCQ's *General Regulations for Approved Centres 2019-20*, section 5.14 that the centre has in place "a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support 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.

Candidates are also informed of the arrangements for post-results services **before** they sit any exams and the accessibility of senior members of centre staff immediately after the publication of results by displaying notices on College website.

If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, an enquiry about the result may be requested.

Enquiries about results (EARs) offers three services.

- ▶ Service 1 – clerical re-check
- ▶ Service 2 – review of marking
- ▶ Service 3 – review of moderation (this service is not available to an individual candidate)

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for an EAR service 1 or 2 is submitted to the awarding body as with these services candidates' marks and subject grades may be lowered. Candidate consent can only be collected **after** the publication of results.

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.

Where the centre does not uphold a request from a candidate, the candidate may pay the appropriate EAR fee to the centre, and a request will be made to the awarding body on the candidate's behalf.

Following the EAR 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 EAR outcome, but the candidate (or his/her 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 7 calendar days of the notification of the outcome of the EAR. 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 enquiry about 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.]

Internal Verification Procedure

If a student wishes to appeal formally against an assessment, they should do so in writing to the course leader, within 10 days of any award.

The course leader will then:

- a) Inform the Head of Faculty and Vice Principal Student Journey and Support
- b) Inform the lead internal verifier or the CTL, for the appropriate course

Together they will convene an appeal panel of course team members; this should not include any lecturer, verifier, moderator or coordinator directly involved in the original assessment decisions, although those staff should be made fully aware of the appeal.

The student will be informed of the outcome of their appeal within five working days of the appeal panel meeting.

A full written record of all stages of the appeals procedure should be kept.

In some cases, the final appeal may rest with the awarding body.

Further guidance to inform and implement appeals procedures

JCQ

- ▶ 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
<https://www.jcq.org.uk/exams-office/appeals>
- ▶ Notice to Centres - Reviews of marking (centre assessed marks)
<https://www.jcq.org.uk/exams-office/controlled-assessments>
<https://www.jcq.org.uk/exams-office/coursework>
<https://www.jcq.org.uk/exams-office/non-examination-assessments>
- ▶ Notice to Centres – informing candidates of their centre assessed marks
<https://www.jcq.org.uk/exams-office/non-examination-assessments>

Ofqual

- ▶ 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>
- ▶ GCE qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements>
- ▶ Pre-reform GCE qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gce-qualification-level-conditions-for-pre-reform-qualifications>

Purpose of the BTEC policy

Cirencester College is committed to ensuring that BTEC assessment is run as effectively and efficiently as possible and gives all learners the ability to reach their potential.

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that appeals can be avoided in the first place with well-trained staff delivering and assessing accurately.

This policy will be communicated to all relevant centre staff and to learners through the Learner handbook.

The aim of the appeals policy is: -

1. To enable the learner to enquire, question or appeal against an assessment decision
2. To attempt to reach agreement between the learner and the Assessor at the earliest opportunity
3. To standardise and record any appeal to ensure openness and fairness
4. To facilitate a learner's ultimate right of appeal to the Awarding Body and the Office of the Independent Adjudicator (BTEC Level 4-Level 7), where appropriate
5. To protect the interests of all learners and the integrity of the qualification.

In order to do this, Cirencester College will: -

- ▶ Inform the learner at induction, of the Appeals Policy and procedure
- ▶ Record, track and validate any appeal
- ▶ Forward the appeal to the Awarding Body when a learner considers that a decision continues to disadvantage her/him after the internal appeals process has been exhausted
- ▶ Keep appeals records for inspection by the Awarding Body for a minimum of 18 months
- ▶ Have a staged appeals procedure
- ▶ Will take appropriate action to protect the interests of other learners and the integrity of the qualification, when the outcome of an appeal questions the validity of other results
- ▶ Monitor appeals to inform quality improvement.

Learner induction, informing them about the appeals procedure

At the start of all BTEC courses, individual teachers deliver introductory lessons to the BTEC subjects under the guidance of the SPLF and Lead IVs. This involves a breakdown of the course including examined units and internally assessed units.

The teachers introduce the learners to the Cirencester College BTEC Learners Handbook and a copy available on Moodle for individual students to refer back to for their records

The handbook includes: -

- ▶ Assessment and grading
- ▶ Malpractice policy
- ▶ Appeals procedure
- ▶ Homework
- ▶ Dates for submission of work (these are usually set by the Lead IV through the assessment plan)
- ▶ External Assessment