



Internal Moderation Policy and Procedure

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Required to publish on the website? No
Statutory: Yes

1. Purpose:

This procedure outlines the steps that students and staff at The St Marylebone CE Bridge School should follow if a candidate wishes to appeal against a centre-assessment or decision related to an external qualification (ie coursework or other Non-Examination Assessment (NEA)). It ensures compliance with the Joint Council for Qualifications (JCQ) guidelines, particularly on centre-assessed marks and appeals.

The St Marylebone CE Bridge School is formally registered as an examinations centre and for the purposes of this policy may be referred to as “the Centre”.

2. Grounds for Appeal:

Students or parents / carers may appeal against a given mark on the following grounds:

- **Procedural Error:** A mistake in the process of marking or assessing.
- **Administrative Error:** Incorrect data entry or calculation of marks.

- **Unfair Treatment or Bias:** If the student feels the teacher or assessor has not treated them fairly.

Appeals cannot be made regarding the professional judgment of a teacher.

3. Informing Candidates of Centre-Assessed Marks (JCQ Requirement):

In line with JCQ's guidance on informing candidates of their centre-assessed marks, The St Marylebone CE Bridge School will:

- **Provide Marks Before Submission:** Candidates will be informed of their centre-assessed marks before they are submitted to the awarding bodies, allowing sufficient time for an internal appeal if necessary.
- **Request for a Review of Marks:** Candidates can request a review of the centre's marking if they believe there has been an error.

4. Procedure for Internal Appeals:

4.1 Stage 1: Initial Discussion

- Candidates are encouraged to discuss their concerns informally with the subject teacher or Head of Department before proceeding with a formal appeal.

4.2 Stage 2: Review of Appeal

- An independent senior teacher (who has not been involved in the marking process) will conduct a review of the mark.
- This may include re-marking the assessment, reviewing any relevant documentation, and considering procedural fairness.

4.3 Stage 3: Decision

- A decision will be communicated to the candidate within five working days after the review.
- If the appeal is upheld, the candidate's mark will be amended and re-submitted to the awarding body.
- If the appeal is not upheld, the candidate will be provided with a full explanation for the decision.

4.5 Stage 4: Further Appeals

- If the candidate is dissatisfied with the outcome, they may escalate the appeal to the governing body, which will convene an appeals panel. The decision of the appeals panel is final.

5. Independent Review:

If a candidate disagrees with the outcome of an internal review, they may escalate the issue to an external body such as JCQ or the awarding body. The St Marylebone CE Bridge School will provide the necessary support in facilitating this.

6. Record Keeping:

- A written record of all appeals, reviews, and decisions will be kept by the school.
- This will include the original mark, details of the appeal, the outcomes of the review, and any adjustments made.

7. Monitoring and Review:

This procedure will be reviewed annually to ensure compliance with JCQ guidelines and best practices. The appeals process must be fair, transparent, and accessible to all candidates.

Appendix A: Appeals Form

(To be submitted to the Head of School within five days of receiving your mark.)

For Centre Use Only	
Date Received	
Reference No.	

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

Name of appellant		Candidate name: if different to the 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 is 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

Complaints and appeals log

On receipt, all complaints/appeals are assigned a reference number and logged. The outcome and outcome date are also recorded.

The outcome of any 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 logged as an appeal, so information can be easily made available to an awarding body upon request.

Ref No.	Date received	Complaint or Appeal	Outcome	Outcome date