



THE ECCLESBOURNE SCHOOL

Learning Together for the Future

INTERNAL APPEALS FOR NON-EXAMINED ASSESSMENT POLICY

September 2025

This policy is reviewed annually

This is a non-statutory policy

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1 Introduction

Certain qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by The Ecclesbourne School and which are 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.

The qualifications delivered at The Ecclesbourne School containing elements of non-examination assessment/units of coursework are:

KS4	KS5
Fine Art (AQA) Drama (Edexcel) Design Technology (AQA) Food Technology (OCR) Health and Social Care – BTEC Tech Award (Edexcel) Information Technology – BTEC Tech Award (Edexcel) Music (Edexcel) Sport Science – Cambridge National (OCR)	Art (AQA) Design Technology (AQA) Drama (Edexcel) English Literature (OCR) EPQ (AQA) Geography (Edexcel) Health and Social Care – BTEC Extended Certificate (Edexcel) History (OCR) Music (Edexcel) Textiles (Edexcel)

2 Purpose of this policy

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

This policy and the procedures within it ensure compliance with JCQ (Joint Council for Qualifications) regulations which state that centres must:

- Have in place and be available for inspection, 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 review of the centre's marking

3 Principles related to centre assessed marks

The Head of Centre will ensure that the following principles are in place in relation to marking the work of candidates:

- A commitment to ensuring that whenever teaching staff mark candidates' work, that this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.
- All centre staff follow the Non-Examination Assessment Policy (for the management of non-examination assessments). This policy details all procedures relating to non-examination assessments for relevant qualifications delivered in the centre, 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 and 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);
- A commitment to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher is involved in marking candidates work, internal moderation and standardisation will ensure consistency of marking;
- On being informed of their centre assessed mark(s), if candidates believe that the above procedures were not following in relation to the marking of their work, or that if the assessor has not properly applied the marking standards to their marking, then they may make use of the internal appeals procedure below to consider whether to request a review of the centre's marking.

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

The Head of Centre 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;
- 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 work submitted;
- Inform candidates that they may request copies of materials (generally 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;
- Having received a request for copies of material, promptly make them available to the candidate within the period specified (see deadlines, below);
- Inform candidates they will not be allowed access to original assessment material, including artefacts, unless supervised;
- Provide candidates with sufficient time to allow them to review copies of materials and reach a decision, informing candidates that if their decision is to request a review they will need to explain what they believe the issue to be;
- Provide a clear deadline for candidates to submit a request for a review of the centre's marking and confirm understanding that requests must be made in writing and will not be accepted after the deadline;
- 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 (see deadlines, below);

- 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;
- Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre;
- Inform the candidate in writing of the outcome of the review of the centre's marking;
- Ensure the outcome of the review of the centre's marking is made known to the head of centre who will have the final decision if there is any disagreement on the mark to be submitted by the awarding body;
- Ensure a written record of the review is kept and made available to the awarding body on request;
- Ensure the awarding body is informed if the centre does not accept the outcome of a review

5 Appeals against decisions to reject a candidate's work on the grounds of malpractice

- The JCQ Information for candidates' documents which are distributed to all candidates prior to assessments taking place, inform candidates of the things they must and must not do when they are completing their work.
- The centre ensures that those members of teaching staff involved in the direct supervision of candidates producing work for assessments are aware of the potential for malpractice
- Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication does not need to be reported to the awarding body but will be dealt with in accordance with the centre's internal procedures. The only exception to this is where the awarding body's confidential assessment material has potentially been breached. The breach will be reported to the awarding body immediately.
- 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, The Ecclesbourne School will:
 - Follow the authentication procedures and/or malpractice instructions in the relevant JCQ document 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 work for assessment or to reject a candidate's work 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, The Ecclesbourne School will:
 - Ask for a written request from the candidate, setting out as clearly and concisely as possible the grounds for the appeal including any further evidence relevant to supporting the appeal. This should be submitted together with the school's internal appeals form and should be submitted within 3 working days of the decision being made known to the appellant.

- The appellant will be informed of the outcome of the appeal within 3 number of working days of the appeal being received and logged by the centre.

6 Deadlines

- Upon request, copies of the materials will be made available to the candidate within 3 working days.
- The deadline to request a review of marking must be made within 3 working days of the candidate receiving copies of the requested materials.
- The process for completing the review, making any changes to marks, and informing the candidate of the outcome will be completed within 3 working days.
- All timescales are to ensure that all centre deadlines are before the awarding body's deadlines for the submission of marks.



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Internal Appeals Form

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 marking
- ☐ Appeal against the centre's decision not to support 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 awarding body specific detail boxes

Name of appellant		Candidate name (if different to appellant)	
Awarding body		Exam paper code	
Qualification type 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 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.