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Internal Assessment Appeals Policy 2025-2025

Blue Coat CE Secondary School

Policy Date: September 2025

Review Date: September 2026

Document History

Version	Status		Date	Author	Summary Changes
V1			September 2023	Kelly Jobson	Updated to Reflect JCQ changes 2023-2024
V2			September 2024	Kelly Jobson	Updated to reflect JCQ Changes 2024-2025 no centre changes. Changes highlighted in yellow.
V3			September 2025		Updated with changes summary on the last page of the policy

This procedure is reviewed and updated annually.

To ensure that appeals against internal assessment decisions (centre assessed marks) at Blue Coat School are managed in accordance with current requirements and regulations in the following JCQ documents:

- General Regulations for Approved Centres (5.3, 5.7)
- Instructions for conducting non-examination assessments (4.6, 6.1, 9)
- Instructions for conducting coursework (6, 7, 13.5)
- Reviews of marking (centre assessed marks) suggested template for centres
- Notice to Centres - Informing candidates of their centre assessed marks
- Suspected Malpractice: Policies and Procedures (4.5)

1. Introduction

Certain qualifications contain components/units of non-examination assessment, controlled assessment and/or coursework which are internally assessed (marked) by centres 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 ensures 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 Blue Coat School containing internally assessed components/units are GCSE, GCE and BTEC.

2. Purpose of the Procedure

To confirm the arrangements at Blue Coat School for dealing with appeals relating to internal assessment decisions.

This procedure ensures compliance with JCQ regulations which state that centres must:
Have in place a written internal appeals procedure relating to internal assessment decisions.
Review and update this procedure annually.

Communicate and make the procedure widely available and accessible to all candidates.
Inform candidates of their centre assessed marks before submitting marks to the awarding body, allowing them to request a review of the centre's marking.

3. Principles Relating to Centre Assessed Marks

The Head of Centre/senior leaders will ensure:

- Fair, consistent marking in line with awarding body specifications and subject-specific guidance.
- All staff follow a robust NEA policy detailing marking and internal standardisation procedures.
- Candidates' work is marked by appropriately trained staff with no conflicts of interest.
- AI tools, if used, do not replace human judgement and are not the sole marker.
- Candidate work is authenticated according to awarding body requirements.
- Internal moderation ensures consistency where multiple teachers are involved.
- Candidates may request a review if they believe procedures were not followed or marking standards were misapplied.

4. Procedure for Appealing Internal Assessment Decisions

Blue Coat School will:

- Inform candidates of their centre assessed marks in time to request a review.
- Require candidates to explain the grounds for their review request.
- Allow candidates to request copies of marked work, mark schemes, and relevant materials.
- Provide requested materials within 2 working days.
- Allow supervised access to original materials if needed.
- Give candidates time to review materials and submit a written request for review.
- Set a clear deadline for review requests (within 3 working days of receiving materials).
- Require completion of an internal assessment appeal form.
- Complete the review, make any necessary changes, and inform the candidate of the outcome within 5 working days, before the awarding body's deadline.
- Ensure the review is conducted by an independent assessor.
- Inform the candidate in writing of the outcome.
- Ensure the Head of Centre is informed and has final decision authority.
- Keep written records of the review and provide them to the awarding body if requested.
- Notify the awarding body if the centre does not accept the review outcome.

5. Appeals Against Decisions to Reject a Candidate's Work (Malpractice)

Teaching staff supervising assessments are trained to identify potential malpractice.

Malpractice discovered before the authentication declaration is signed is handled internally unless awarding body materials are compromised.

Suspected malpractice will follow JCQ authentication and malpractice procedures.

If AI use is suspected, Blue Coat School will follow JCQ guidance.

Deadlines and Timescales

- Copies of materials provided within 2 working days of request.
- Review request must be submitted within 3 working days of receiving materials.
- Review process completed and outcome communicated within 5 working days, before awarding body deadlines.

6. JCQ Regulations Summary – Internal Assessment Appeals (2025-2026)

This policy reflects the latest JCQ guidance and ensures compliance with:

General Regulations for Approved Centres

GR 5.3 & 5.7: Centres must maintain a written internal appeals procedure, reviewed annually and available for inspection.

NEA policies must include authentication procedures and staff training.
Senior leaders must engage in regular CPD.

Instructions for Conducting NEA and Coursework

Centres must inform candidates of their marks and allow time for review.
Reviews must be conducted by independent assessors.
Records of reviews must be retained and shared with awarding bodies if requested.

JCQ Appeals Booklet (June 2025 Edition)

Appeals must follow the centre's internal procedure.
Candidates cannot appeal directly to awarding bodies unless they are private candidates or in exceptional cases. Candidate consent is required before submitting any appeal.

Reviewed by:

Kelly Jobson

September 2025

Next Review Date:

September 2026

Approved by Directors:

1 December 2025

Signed:



Lois Whitehouse
CEO



Nicky Aston
Chair of Standards