



Appealing Internal Assessment Decisions (Centre Assessed Marks) 2024-2025

The head of centre/senior leader(s) at Plume, Maldon's Community Academy 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 a robust policy regarding the management of non-examination assessments, coursework and controlled assessments. This policy details the procedures relating to non-examination assessments, coursework and controlled 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, 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/tutor is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking;
- On being informed of their centre assessed mark, 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 the internal appeals procedure below to consider whether to request a review of the centre's marking.

Procedure for appealing internal assessment decisions (centre assessed marks)

Plume, Maldon's Community Academy will:

1. 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. 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;
3. 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;

4. Having received a request for copies of materials, promptly make them available to the candidate within 2 working days. This will either be the originals viewed under supervised conditions or copies.);
5. Provide candidates with sufficient time to allow them to review copies of materials and reach a decision;
6. 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 on an Internal Appeals Form and will not be accepted after this deadline. Plume Academy's deadline will be 5 working days from the candidate viewing the materials. Candidates must explain on what grounds they wish to request a review;
7. Allow sufficient time for the review to be carried out (6 working days), 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;
8. 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;
9. Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre;
10. Inform the candidate in writing of the outcome of the review of the centre's marking;
11. 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 to the awarding body. A written record of the review is 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.

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'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.

Deadlines and timescales

- Upon request, copies of materials will be made available to the candidate within 2 working days.
- The deadline to request a review of the centre marking must be made within 5 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 6 working days, all before the awarding body's deadline for the submission of marks.

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

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.

Plume Academy 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.

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, Plume Academy 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 within 6 working days of the appeal being received and logged by the centre.

Plume Academy
October 2024