

Joint Council for General Qualifications

AQA

Edexcel

OCR

CCEA

WJEC

Internal Appeals Procedures

Guidance for Centres

The GCSE, GCSE in vocational subjects, GCE, VCE and GNVQ Code of Practice produced by the Regulatory Authorities is designed to promote quality, consistency, accuracy and fairness in assessment and awarding. Awarding Bodies have agreed to implement the Code of Practice in full.

The code places a responsibility upon the Awarding Bodies to require centres offering their examinations to commit themselves to ensuring that “published appeals procedures relating to internal assessment decisions are made widely available and accessible to all candidates” (Code of Practice Section 2: Awarding Bodies’ relationships with centres, paragraph 19(ix)). The following represents the minimum requirements for appeals against internal assessment decisions which the Awarding Bodies expect centres to have in place. These requirements relate to internal assessments conducted by a centre and submitted to an Awarding Body to contribute to a GCSE, GCSE in vocational subjects, GCE, VCE or GNVQ award.

1. A centre should have a written appeals procedure.
2. All candidates should be informed that an appeals procedure relating to internal assessment decisions exists within the centre.
3. All candidates at the centre should have access to a copy of the internal appeals procedure.
4. The Head of centre should nominate a senior member of staff to manage internal appeals, including the dissemination of information about the procedures. The Head of centre should be made aware of the existence and outcome of all internal appeals.
5. Appeals should be considered by at least three people, at least one of whom has not been involved in the internal assessment decision.
6. The centre should allow the candidate to be supported in the presentation of their case by a parent/guardian/friend.
7. A written record of all appeals should be maintained by the centre.

8. The written record should include the outcome of an appeal and include reasons for that outcome. A copy should be sent to the candidate.
9. All candidates should be able to gain access to:
 - the marks awarded to them by the centre for an internal assessment
 - all comments recorded by the centre relating to their internally assessed work
 - any correspondence between the centre and the Awarding Body relating to their internally assessed work
 - information, if available at the time of the appeal, as to whether their work was sampled by the Awarding Body
 - the moderated mark given to the work by the Awarding Body, if known
 - relevant Awarding Body procedures for the conduct of internal assessments
10. Appeals should include a review of the procedures used by the centre to award marks for internal assessments and should consider whether those procedures were in conformity with the published requirements of the Awarding Body and the Code of Practice.
11. All internal appeals should have been considered and resolved by the date of the last externally assessed paper of the series (e.g. by the end of June for the summer series). Any difficulties in meeting this deadline should be raised with the Awarding Body.
12. The centre must inform the Awarding Body of any outcome from an appeal which has implications for the conduct of the examination or the issue of results at the centre.
13. Full details of any appeal must be made available to the Awarding Body on request.