



Internal Assessment and Centre Decision Appeals Policy

2025-2026

Approved/reviewed by	
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Exams officer: Miss J Gittins	
Date of next review	November 2026

Purpose of the procedure

This procedure confirms Ludlow CE School's compliance with JCQ's General Regulations for Approved Centres (section 5.3, 5.7) that the Centre will:

- Have in place for inspection that must be reviewed and updated annually by a member of the senior leadership team and communicated within the centre, and internal appeals procedure which must cover at least appeals regarding internal assessment decisions, access to post-result services and appeals, and centre decisions relating to access arrangements and special consideration
- Draw to the attention of candidates and their parents/carers their internal appeals procedure.

This procedure covers appeals relating to:

- Internal assessment decisions (centre assessed marks)
- Centre decisions not to support an application for clerical re-check, a review of marking, a review of moderation or an appeal
- Centre decisions relating to access arrangements and special consideration
- Centre decisions relating to other administrative issues

Appeals related to Internal assessment decisions - centre assessed marks

Certain qualifications contain components or units of non-examination assessment, controlled assessment and/or coursework which are internally assessed (marked) by centres and internally 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.

Ludlow CE School 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 their work in meeting the published assessment criteria
- 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 materials, promptly make them available to the candidate
- inform candidates they will not be allowed access to original assessment material unless supervised
- will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision
- provide a clear deadline for candidates to submit a request for a review of the Centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing
- 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
- ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in 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.

The outcome of the 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 made available to the awarding body upon request.

The moderation process carried out by the awarding bodies 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.

Appeals related to Centre decisions not to support a clerical re-check, a review of marking, a review of moderation or an appeal

Candidates at Ludlow CE School are made aware of the arrangements for post-results services prior to the issue of results. Candidates are also informed of the periods during which senior members of Centre staff will be available/accessible immediately after the publication of results so that results may be discussed, and decisions made on the submission of reviews of marking. See Requests for Access to Scripts, Review of Results and Appeals Policy.

If the candidate (or their parent/carer) believes there are grounds to appeal against the Centre's decision not to support a review of results, an internal appeal can be submitted to the Centre by contacting the Head of Centre at least 5 working days prior to the internal deadline for submitting a request for a review of results.

The appellant will be informed of the outcome of their appeal by the Exams Officer.

Following the Review of Results outcome, an external appeals process is available if the Head of Centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications Post-Results Services and JCQ Appeals Booklet *A guide to the awarding bodies' appeals processes* will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the Head of Centre is satisfied after receiving the Review of Results outcome, but the candidate (or their parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the Head of Centre.

Following this, the Head of Centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the JCQ Appeals Booklet. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The Head of Centre should be contacted within 10 calendar days of the notification of the outcome of the Review of Results. Subject to the Head of Centre's decision, this will allow the Centre to process the preliminary appeal and submit to the awarding body within the required 30 calendar days of the awarding body issuing the outcome of the review of results process.

Awarding body fees, which may be charged for the preliminary appeal, must be paid to the Centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the Exams Officer). If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the Centre.

Appeals regarding Centre decisions relating to access arrangements and special consideration

Access arrangements and reasonable adjustments

In accordance with the regulations, Ludlow CE School:

- recognises its duty to provide access to suitable access arrangements and make reasonable adjustments to candidates identified as having a specific need
- complies with its responsibilities in identifying, determining and implementing appropriate access arrangements and reasonable adjustments. See Access Arrangements Policy.

Failure to comply with the regulations have the potential to constitute malpractice which may impact on a candidate's result(s).

Examples of failure to comply include:

- putting in place access arrangements/adjustments that are not approved
- failing to consider putting in place access arrangements (which may be a failure to comply with the duty to make reasonable adjustments)
- permitting access arrangements/adjustments within the Centre which are not supported by appropriate evidence
- charging a fee for providing reasonable adjustments to candidates

Special consideration

Where Ludlow CE School can provide signed evidence to support an application, it will apply for special consideration at the time of the assessment for a candidate who has temporarily experienced illness, injury or some other event outside of their control when the issue or event has had, or is reasonably likely to have had, a material effect on the candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment. See Special Consideration Policy.

Centre decisions relating to access arrangements, reasonable adjustments and special consideration may include a decision not to make/apply for a specific reasonable adjustment or to apply for special consideration, in circumstances where a candidate does not meet the criteria for, or there is no evidence/insufficient evidence to support the implementation of an access arrangement/reasonable adjustment or the application of special consideration.

If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with a decision made and reasonably believes that the Centre has not complied with its responsibilities or followed due procedures, a written request setting out the grounds for appeal should be submitted.

All Internal appeals should be completed and submitted to the Head of Centre in writing within 10 working days of the decision being made known to the appellant.

To determine the outcome of the appeal, the Head of Centre will consult the respective JCQ publication to confirm the centre has complied with the principles and regulations governing access arrangements and/or special consideration and followed due procedures.

The appellant will be informed of the outcome of the appeal within 10 working days of the appeal being received and logged by the Centre.

If the appeal is upheld Ludlow CE School will submit the application to the awarding body or relevant authorities.

This Policy is reviewed annually to ensure compliance with current regulations.