



Mill Hill

Instilling values, inspiring minds

Grimsdell | Belmont | Mill Hill School | Mill Hill International

Mill Hill School

Mill Hill School
Internal Appeals Procedure
(Centre Assessed Marks)
2018/19

This procedure is reviewed annually to ensure compliance with current regulations

Key staff involved in the internal appeals procedure process

Role	Name(s)
Head of Centre	Mrs J Sanchez
Senior Academic Staff	Mr ATW Frazer, Mr L Stubbles, Mr J M Lewis
Examinations Officer	Mr J M Lewis

Key dates in the internal appeals procedure process 2019

Date	Physical Education (GCSE and A level)
Fri 15 March	Marks issued to pupils (via Firefly portal)
Fri 22 March (5pm)	Deadline to submit appeal against internal assessment decision
Fri 29 March	Deadline for notification of outcome
Date	English Language GCSE Spoken Language Assessment
Fri 29 March	Marks issued to pupils (via Firefly portal)
Fri 26 April (5pm)	Deadline to submit appeal against internal assessment decision
Fri 3 May	Deadline for notification of outcome
Date	All other subjects (Art excepted)
Fri 26 April	Marks issued to pupils (via Firefly portal)
Fri 3 May (5pm)	Deadline to submit appeal against internal assessment decision
Mon 13 May	Deadline for notification of outcome
Date	Art (GCSE)
Fri 10 May	Marks issued to pupils (via Firefly portal)
Fri 17 May (5pm)	Deadline to submit appeal against internal assessment decision
Mon 27 May	Deadline for notification of outcome
Date	Art (A-level)
Thu 23 May	Marks issued to pupils (via Firefly portal)
Fri 31 May (5pm)	Deadline to submit appeal against internal assessment decision
Mon 10 June	Deadline for notification of outcome



Appeal against internal assessment decisions (centre assessed marks)

This procedure confirms Mill Hill School's compliance with JCQ's General Regulations for Approved Centres 2018-2019, section 5.8 that the centre has in place "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" and that the centre "must inform candidates of their centre assessed marks as a candidate is allowed to request a review of the centre's marking before marks are submitted to the awarding body."

Certain components of GCSE and GCE (GCE coursework, GCE and GCSE non-examination assessments) and other qualifications that contribute to the final grade of the qualification are internally assessed (marked) by the centre. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

Mill Hill School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Mill Hill School ensures that all centre staff follow a robust Non-examination assessment policy (for the management of GCE and GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments for GCE, GCSE, Project qualifications, including the marking and quality assurance 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. Mill Hill School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of this appeals procedure to consider whether to request a review of the centre's marking.



1. Mill Hill 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.
2. Mill Hill School will make available to candidates copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment
3. Mill Hill School will, having received a request for copies of materials, promptly make them available to the candidate within 3 calendar days.
4. Mill Hill School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. There will be an administration fee of £30 for this process, payable when the appeals form is submitted. Appeals will not be processed without payment.
6. Mill Hill School will 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.
7. Mill Hill School will allow up to 9 calendar days 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.
8. Mill Hill School will 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.
9. Mill Hill School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
10. Any change made to the mark, as a result of the review process, may be upwards or downwards.
11. Mill Hill School will inform the candidate in writing of the outcome of the review of the centre's marking.
12. 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 line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.



Internal appeals form

Appeal against an internal assessment decision or request for a review of marking

		FOR CENTRE USE ONLY	
		Date received	
Name of appellant		Candidate name if different to appellant	
Awarding body		Syllabus code	
Subject		Component Code/ Title	

My appeal is against an internal assessment decision and I wish to request a review of the centre's marking

- I believe that the correct procedures were not followed in relation to the marking of my work
 - I believe that the assessor has not applied the mark scheme correctly to my work
- You must state in detail the specific grounds for your appeal below:

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 with the payment of a £30 administration fee to Mr JM Lewis, Assistant Head (Academic Administration), on behalf of the Head of Centre to the timescale indicated above.



Further guidance to inform and implement appeals procedures

JCQ

- ▶ General Regulations for Approved Centres
<https://www.jcq.org.uk/exams-office/general-regulations>
- ▶ JCQ Appeals Booklet
<https://www.jcq.org.uk/exams-office/appeals>
- ▶ Notice to Centres - Reviews of marking (centre assessed marks)
<https://www.jcq.org.uk/exams-office/controlled-assessments>
<https://www.jcq.org.uk/exams-office/coursework>
<https://www.jcq.org.uk/exams-office/non-examination-assessments>
- ▶ Notice to Centres – informing candidates of their centre assessed marks <https://www.jcq.org.uk/exams-office/non-examination-assessments>

Ofqual

- ▶ GCSE (9 to 1) qualification-level conditions and requirements <https://www.gov.uk/government/publications/gcse-9-to-1-qualification-level-conditions>
- ▶ GCSE (A* to G) qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gcse-a-to-g-qualification-level-conditions-and-requirements>
- ▶ GCE qualification-level conditions and requirements <https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements>
- ▶ Pre-reform GCE qualification-level conditions and requirements <https://www.gov.uk/government/publications/gce-qualification-level-conditions-for-pre-reform-qualifications>

Instilling values, inspiring minds
millhill.org.uk



Mill Hill School
The Ridgeway
Mill Hill Village
London NW7 1QS

020 8959 1221
millhill.org.uk