

STOWE SCHOOL INTERNAL APPEALS POLICY & PROCEDURE:
Reviews of marking - Centre assessed marks
(GCE coursework, GCE and GCSE non-examination assessments,
Project qualifications)



Introduction

This policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding. In all cases, the final awarding decisions are taken by the Awarding Bodies: AQA; OCR; Edexcel Pearson & WJEC

This document covers Stowe Schools' policy in dealing with the Awarding Bodies, the Joint Council for Qualifications (JCQ), internal departments, officers of the school and any other parties involved in awarding matters.

It will be subject to review pending any reviews by JCQ/OFQUAL of current policies regarding internal assessments.

Responsibilities

Examinations policy is decided by the Head of Centre, Deputy Head (Academic) and the Exams Officer with reference to the guidance and regulations supplied by the JCQ and the Awarding Bodies. The Exams Officer is responsible to the Head of Centre for the day-to-day administration of the examinations system.

All candidates should note that the Awarding Bodies are often unable to process appeals and queries relating to the examinations process, timetabling, internal assessment or complaints from students or parents. All queries of this type must be raised, in the first instance, with the Stowe School Exams Office. Should a complaint relating to the administration of some part of the exams process be made against the Exams Officer, this must be first notified to Deputy Head (Academic), who will notify the Head (Head of Centre).

The Awarding Bodies moderate the externally assessed controlled assessment/oral tapes and the final mark awarded is that of the relevant Awarding Body. **That mark is outside the control of Stowe School and is not covered by this policy.**

It is the responsibility of all staff involved in controlled assessments, exams and coursework to have read and made themselves familiar with the contents of this policy as well as the following documents:

1. Management of Controlled Assessment and Coursework Policy
2. [JCQ Suspected Malpractice Policies and Procedures](#)
3. [JCQ Instructions for Conducting Examinations](#)
4. [JCQ Instructions for NEA](#)
5. [JCQ Instructions for Conducting Coursework](#)
6. Exam board specifications for the given subject

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7. Stowe School's Whistleblowing Policy
8. Stowe School's Controlled Assessment Risk Assessment

Procedures Relating to Examinations and Non-Examination Assessments

At the time of assessment/exams, candidates must be aware of the JCQ Documentation for Candidates. This is made available to pupils via the Exams Information School pages. During examinations, candidates must follow any instructions given to them by members of the Exams Office staff or any Invigilator present.

Candidates must also be aware of the regulations regarding the submission of controlled assessment and/or coursework, particularly those relating to the proper acknowledgement of sources. Failure to do so can result in the Awarding Bodies or the JCQ setting penalties which can include official reprimands, loss of examination marks or in extreme cases the loss of all examination results and banning from future examinations.

Stowe School undertakes to run the NEA and examinations systems in accordance with the published JCQ guidance, including the Instructions for the Conduct of Examinations (I.C.E.) document, and the Instructions for Conducting Coursework.

Stowe School will ensure that:

1. Work submitted by the candidate for assessment has been authenticated as original work according to the guidance issued by the JCQ.
2. At the beginning of the course, candidates are given written guidance about the Awarding Bodies regulations on the production of controlled assessment and the school's deadlines for submission. Information about the school's appeals procedure, together with this document, will be provided.
3. Within each department, candidates will be given adequate and appropriate time to produce the controlled assessment.
4. Internal assessments are conducted by staff who have an appropriate level of knowledge, understanding and skill.
5. **The consistency of the internal assessment is secured through the departmental mark scheme or marking criteria and internal standardization, as necessary.**

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6. **The staff responsible for internal standardization of a subject will attend any training sessions given by the relevant Awarding Body.**

The Appeal Policy

Stowe 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.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Stowe School is committed 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.

1. Stowe School will require that all staff involved in the supervising and marking processes have:
 - a. Completed the relevant courses provided by the exam board, both coursework management and moderation.
 - b. If a department opts to move to a different exam board, it is incumbent upon the Head of Department to ensure relevant training is completed before the commencement of teaching of the coursework component and that the relevant moderation courses have been completed.
2. Stowe School will ensure that candidates are informed of their centre assessed marks by email with instructions relating to the appeal process, so that they may request a review of the centre's marking before marks are submitted to the awarding body.
3. Stowe School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
4. Stowe School will, having received a request for materials, promptly make them available to the candidate. This will either be the originals viewed under supervised conditions or copies.
5. Stowe School will provide candidates with sufficient time, normally at least five working days, to allow them to review copies of materials and reach a decision.
 - a. If there are circumstances where it is not possible for the department to provide five working days, then the Head of Department must inform the Exams Officer immediately so that they

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are able to assist them in ensuring the provision of an appeals window. The Faculty Chair must also be informed.

5. Stowe School will provide a clear deadline for candidates to submit a request for a review of the centre's marking procedures. Requests will not be accepted after this deadline. Requests **must** be made in writing to the Exams Officer **and candidates must** explain on what grounds they wish to request a review. These must be procedural.
6. Stowe School will 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 for the submission of marks.
 - a. In order for this to be possible, it is the responsibility of the Head of Department to identify the exam board deadline for submission of marks and working with the School Calendar, identify the dates required for submission of work to allow for an appeal window.
 - b. It is the responsibility of the Head of Department to inform the Faculty Chair and the Exams Officer.
 - c. Where possible, Heads of Department should be aware of other Coursework deadlines and try to ensure that commonly linked subjects should not have the same deadline date.
 - d. Where issues exist with common deadlines, the Heads of Department should work with the Exams Officer to try and meet an acceptable and working timeline for all coursework subjects.
7. Stowe School will ensure that the review of marking procedures 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.
8. Stowe School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the exam board.
9. Stowe School will inform the candidate in writing of the outcome of the appeal.
10. The outcome of the appeal 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 centre will inform the awarding body if it does not accept the outcome of a review.

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 the 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.

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The Internal Appeals Procedure

1. The grounds for appeal relate only to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and do not apply to the judgment themselves.
2. The appeal must be made in writing to the Stowe School's Head of Academic Administration & Exams **by the date published by the school.**
3. The Head will nominate a senior member of staff, normally the Head of Academic Administration & Exams (AAEM), to lead the enquiry provided that the AAEM has played no part in the original assessment process. The Deputy Head (Academic) or School Governor, nominated to act as an independent member, will also be on the panel.
4. The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed by the exam board-controlled assessment deadline for that subject.
5. The panel's findings will be formally reported back to the candidate/parent/carers prior to the submission of marks to the exam board.
6. Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Exams Officer and made available to the Awarding Body if required.
7. **Appeals have to be made by dates provided in the year that the work was assessed.**

Coursework and Controlled Assessment Procedures

1. Coursework/Controlled Assessment is defined as any piece of written or practical work which is marked by the School or an external examiner and which contributes to a GCSE or GCE Award.
2. Candidates must read and understand fully the relevant Notice to Candidates from the Joint Council for Qualifications regarding coursework and/or controlled assessment.

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3. Irregularities discovered prior to the candidate signing a declaration of authentication will not be reported to the Awarding Body but, as per the JCQ guidelines, will be dealt with as an internal disciplinary matter.
4. An irregularity in controlled assessment discovered after the signing of the declaration of authentication by the student will be reported to the Awarding Body which may lead to disqualification from the subject.
5. Controlled assessment must be handed in by the agreed published departmental deadline.
6. All candidates are given the same and sufficient time to complete the work.
7. All candidates must be given equitable support that falls within the regulations.
8. Candidates are given clear instructions as to the time and place for handing in the work, as well as the completing of work under controlled conditions.
9. The work must be handed in to the designated teacher and not given to Stoic to hand in.
10. If the Candidate is absent from school on the deadline day, contact must be made on the day with the Head of Department to arrange for the submission of the work.
11. If the controlled assessment has not been completed by the deadline, the incomplete work must be handed in on the deadline day to receive a mark. There will be no further opportunity to complete this work for an improved mark.
12. Normally there will be no extension of a controlled assessment deadline if a candidate is absent for a day or two during the period that the controlled assessment is being completed.
13. If there are any special circumstances e.g. a school exchange, play rehearsals or a prolonged absence covered by a medical certificate, there is a possibility of an extension but this must be negotiated with the Deputy Head (Academic). A note will be given to the Head of Department and parents to confirm the extension.

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Malpractice

The JCQ regulations clearly stipulate that the Head, as the Head of Centre, has a responsibility to report all suspected malpractice to the exam boards:

Heads of Centre must notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice. The only exception to this is candidate malpractice discovered in controlled assessments, coursework or non-examination assessment before the authentication forms have been signed by the candidate.

Staff and Pupils should familiarise themselves with the regulations and potential sanctions imposed by the exam boards should they be found in breach of the regulations:

- Pupils should be aware that sanctions can range from a warning to disqualification by the exam board and may result in sanctions under the School's Behaviour Policy
- Staff should be aware that sanctions can range from a warning to suspension by the exam board and may result in disciplinary procedures under the School's Disciplinary Policy.

Reporting Malpractice

Any suspicions of malpractice should be reported, either by Pupils or Members of Staff to the Exams Officer. The suspicion will be investigated and then actioned appropriately, including reporting to the relevant examination board.

As noted by the JCQ, the Public Interest Disclosure Act (PIDA) (1998) seeks to protect workers from being mistreated by their employer if they report ('blow the whistle') wrongdoing in the public interest. Stowe School's Whistleblowing policy should be read in conjunction with the JCQ Suspected Malpractice Policies and Procedures.

Stowe takes all reports of malpractice seriously and is committed to ensuring the integrity of the public examination system.

D A LYNES
Exams Officer
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Appendix A

Pupil Guide to Controlled Assessment/Coursework

Several subjects have a controlled assessment/coursework requirement whose marks contribute to the final grade. It is most important that you keep to the deadlines for the submission of this work.

Many of you are extremely conscientious and our experience has shown that this can create problems. Please act on the advice of your teachers in regard to:

- The amount of time to be spent on any controlled assessment task
- The need for planning on long term projects

Our approach to the planning and deadlines of these assessments is a reflection of the importance of this element of exam course and our intention to support Stoics in every way in order to reduce stress and pressure. This is why we have a procedure to ensure that all our pupils are treated fairly regarding the meeting of these assessment deadlines. Please read this very carefully.

Controlled Assessment and Coursework Procedures at Stowe School

1. Controlled assessment/coursework is defined as any piece of written, practical or oral work which is marked by Stowe School and/or an external moderator and which contributes to an exam grade.
2. Irregularities in this assessment discovered prior to the signing a declaration of authentication will not, as per the JCQ regulations, be reported to the Awarding Body but dealt with as an internal disciplinary matter. The work will not gain any credit.
3. An irregularity in these assessments discovered after the signing the declaration of authentication by the pupil will be reported to the Awarding Body which may lead to disqualification from the subject.
4. Stoics must read and understand fully the **Notice to Candidates** from the Joint Council for Qualifications about controlled assessment/coursework regulations.
5. All pupils are given the same and sufficient time to complete the work.

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6. To enable work to be marked and standardized in good time, work must be handed in by the agreed published departmental deadline which is earlier than the final deadline for the Awarding Body, but also allows the necessary time period for any internal appeals to be completed within that.
7. You will be given clear instructions by the department as to the time and place for handing in the work.
8. The work must be handed in by you and not given to another pupil in the school to hand in.
9. If you are absent on the deadline day please contact the Head of Department immediately.
10. If the assessment/coursework has not been completed by the deadline, the incomplete work must be handed in by the deadline to receive a mark. There will be no further opportunity to complete this work for an improved mark.
11. Normally there will be no extension of a controlled assessment deadline if you are absent for a few days during the period that the work has to be completed.
12. If there are any special circumstances e.g. an exchange, play rehearsal or extended absence covered by a medical note, there is the possibility of an extension but this must be negotiated with the school. A note will be given to the Head of Department to confirm the extension and parents will be informed if necessary.

Controlled Assessment Appeals Procedure

1. The Joint Council for Qualifications Code of Practice requires schools to have a published appeals procedure relating to internal assessment decisions.
2. The grounds for appeal relate only to the procedure used in arriving at internal assessment decisions and do not apply to the judgments themselves.
3. Appeals must be made in writing to the **Exams Officer, Stowe School** by the dates provided in the year that the controlled assessment was assessed.
4. The appeals procedure is available for inspection.

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Summary of actions for Pupils

- With the completion and submission of your coursework/controlled assessment, you should receive notification of when to expect your marks and information to the window of appeal.
- On receipt of your mark, you should also receive this policy.
- If you wish to appeal your mark, you must do so **formally**, and in writing, to the Exams Officer before the deadline noted in the correspondence providing you with your mark and details of appeal.
- You must **identify the reason for the appeal**. If you are unsure and need support, please contact the Exams Officer, and she will be able to guide you through the process and the grounds permitted for an appeal.

Appendix B

What the Head of Department must do in relation to Controlled Assessment/Coursework for GCE and GCSE

1. Ensure that all coursework written materials, both the work itself and any related documentation must be held in the Coursework Sharepoint.
2. Ensure that the department has the following folders
 - a. Staff only department documents
 - b. A folder for each level e.g. A level, GCSE
 - c. Within each level, a folder for each set with permissions for the HOD and teacher of the set
 - d. Within each set, a folder for each pupil with permissions for the HOD, Teacher of the Set and the pupil.
3. Care must be taken when providing the pupils and teachers with their relevant permissions.
4. The Staff document folder should contain:
 - a. Departmental minutes relating to the internally assessed work.
 - b. The mark scheme, marking criteria provided by the awarding body.
 - c. Any other mark schemes or marking criteria provided if it differs from that of the awarding body
 - d. All dates relevant to the assessed work.
 - e. This policy
 - f. Links to the relevant Pages providing the JCQ documentation

Appendix C

What the Head of Department must provide for the Appeal Panel

1. Departmental minutes from the first meeting of the school year to indicate that the school procedure for internally assessed work was discussed and given out to new and existing members of the department. Absentees were given their copy.
2. The mark scheme or marking criteria for the assessment work provided by the Awarding Body.
3. The departmental mark scheme or marking criteria given to the teachers for marking the controlled assessment if this differs from that of the Awarding Body.
4. Dates when the assessed work was set and to be handed in for that pupil.
5. Evidence that all teaching groups have been given the same length of time.
6. The departmental policy for candidates who were absent when the controlled assessment was set or were absent for part of the period during which the controlled assessment was being carried out.
7. Dates when the controlled assessment was marked by the teachers.
8. The name of the teacher in charge of the internal standardization.
9. Dates when the teacher attended the last Awarding Body standardization meeting.
10. Evidence that the information from this meeting was disseminated to the department.
11. Dates(s) for departmental standardization meeting and teacher in attendance.
12. If the teacher assessing the piece of controlled assessment was absent, what was done to ensure that the information was given to the teacher?
13. Copy of controlled assessment marks sent to the Awarding Body.

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- If an appeal application is made, the HoD would only have a short time to provide this information for the appeal panel. Having this material available will help speed up the process.
- The evidence above may be requested by an Awarding Body inspector visiting the school or the Awarding Body if a parent makes a further appeal against the panel's decision.