



**St. Thomas More**  
CATHOLIC VOLUNTARY ACADEMY

# Internal Appeals Policy

Approved by	
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## The St Thomas More Mission:

We the St Thomas More family, 'aspire not to have more but be more'.

We aspire not to have the world but be more for the world.

**#BeMore**

We are **A**uthentic      we seek to find our true vocation and who we really are

We are **S**acred      we are loved and made in the image of God

We are **P**assionate      we strive to grow and be our best selves

We are **I**nspirational      what we do here can help us change the world

We are **R**esilient      for our greatest learning comes when we make mistakes

We are **E**mpathetic      we are called to care for all in our community and the world

## Internal Appeals Policy

### Centre Assessed Marks

St Thomas More 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. St Thomas More 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. St Thomas More 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. A candidate's mark may be zero where the work has been rejected by the Teacher on the grounds of malpractice.
2. St Thomas More 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.
3. St Thomas More 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.
4. St Thomas More will provide candidates with sufficient time, normally at least five working days, to allow them to review copies of materials and reach a decision.
5. St Thomas More 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. Requests **must** be made in writing and candidates **must** explain on what grounds they wish to request a review.
6. St Thomas More 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.
7. St Thomas More will 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.
8. St Thomas More will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. St Thomas More will inform the candidate in writing of the outcome of the review of the centre's marking.

10. 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 centre will inform the awarding body if it 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 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.

## **Post Results Services**

St Thomas More is committed to ensuring that access to scripts and requests for a review of marking are carried out in accordance with the Exam Board and JCQ guidance and regulations.

The school will make the JCQ Infographic on Post Results services available to pupils and parents in advance of the Summer Exam period.

The school will provide further information on the Services available and the costs prior to Results day in August.

Pupils will be informed that Exam board reviews of results or requests for pupil scripts will not proceed until a signed Candidate consent form has been received by the Exams Officer.

The Policy is that all requests for review that are agreed by the school are to be paid for by the pupil/parent. The school may at the discretion of the Deputy Head/Head of Centre pay for an exam board review.

Any appeals or complaints should be communicated and will be resolved according to the school's complaints procedure.

## **Centre decisions on access arrangements**

St Thomas More will:

- comply with the principles and regulations governing access arrangements and special consideration as set out in the JCQ publications Access Arrangements and Reasonable Adjustments and A guide to the special consideration process
- ensure that all staff who manage and implement access arrangements and special consideration are aware of the requirements and are appropriately supported and resourced

In accordance with the regulations, St Thomas More recognises its duty to explore and provide access to suitable courses, through the access arrangements process; submit applications for reasonable

adjustments and make reasonable adjustments to the service the centre provides to disabled candidates.

The school SENCO complies with its responsibilities in identifying, determining and implementing appropriate access arrangements and reasonable adjustments.

All arrangements will be communicated to pupils and their parents by the SENCO.

Any appeals or complaints should be communicated and will be resolved according to the school's complaints procedure.

**Special consideration:** Where St Thomas More can provide suitable 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 their normal level of attainment in an assessment.

Any appeals or complaints should be communicated and will be resolved according to the school's complaints procedure.