

Internal appeals procedures: Internal Assessment Decisions

Centre Number	58277
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1. Appeals against internal assessment decisions (centre assessed marks)

This procedure confirms The Henry Beaufort School's compliance with JCQ's *General Regulations for Approved Centres 2025-2026 5.7 g*), 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 (GCSE controlled assessments, 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.

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 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.

Deadlines for the submission of marks (Summer 2026 exam series)

Date	Qualification	Details
7/5/26	GCSE	Submission of coursework marks AQA
15/5/26	GCSE & Cambridge Nationals	Submission of coursework marks OCR and Pearson

The Henry Beaufort 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.

The Henry Beaufort School ensures that all centre staff follow a robust *Non-Examination Assessment policy* (for the management of GCSE and Cambridge National non-examination assessments). This policy details all procedures relating to non-examination assessments 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 and do not have any potential conflicts of interest. AI tools will not be used to assist in the marking of candidates' work.

The Henry Beaufort 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 the appeals procedure below to consider whether to request a review of the centre's marking.

Procedure for appealing internal assessment decisions (centre-assessed marks)

1. The Henry Beaufort School ensure that candidates are informed of their centre assessed marks (broken down by area of the specification/unit) so that they may request a review of the centre's marking before marks are submitted to the awarding body. The school will ensure candidates have at least five school days from being informed to raise an internal appeal.
2. The Henry Beaufort School will 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 work submitted.
3. The Exams Officer will remind AL/HOD regarding issuing of marks and potential appeals of internally assessed work prior to Awarding Body deadline.
4. The Henry Beaufort School will inform candidates that they may request 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.
5. The Henry Beaufort School will, having received a request for copies of materials, promptly make them available to the candidate.
6. The Henry Beaufort School will provide candidates with sufficient time (minimum 5 days) in order to allow them to review copies of materials and reach a decision.
7. The Henry Beaufort 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. Requests must be made in writing to the AL/HOD for the relevant subject within 5 days of the date of issue of marks.
8. Each department will ensure that sufficient time is allowed 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.
9. Departments will clarify deadlines for work submitted, centre marks awarded, internal appeal deadlines and final submission of marks to the awarding body well ahead of the process for their subject. This may include PowerPoints, communication to student

emails, communication to parents if applicable and **evidence of the centre awarded marks have been relayed on a specific date.**

10. The Henry Beaufort 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.
11. The Henry Beaufort School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
12. The Henry Beaufort School will inform the candidate in writing of the outcome of the review of the centre's marking.
13. The outcome of the review of the centre's marking will be made known to the head of centre who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body. A written record of the review will be kept and made available to the awarding body upon request.

2. Appeals against decisions to reject a candidate's work on the grounds of malpractice

The JCQ **Information for candidates' documents** (Coursework, Non-examination assessments, Social media) which are distributed to all candidates prior to assessments taking place, inform candidates of the things they must and must not do when they are completing their work.

- The centre ensures that staff delivering/assessing coursework, internal assessments and/or non-examination assessments are aware of centre procedures relating to the authentication of learner work and have robust processes in place for identifying and reporting plagiarism (including AI misuse) and other potential candidate malpractice.
- Candidate malpractice offences relating to the content of work (i.e. inappropriate/offensive content, copying/collusion, plagiarism (including AI misuse) and/or false declaration of authentication) which are discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication does not need to be reported to the awarding body but will be dealt with in accordance with the centre's internal procedures. The only exception to this is where the awarding body's confidential assessment material has potentially been breached. The breach will be reported to the awarding body immediately.
- If there are doubts about the authenticity of the work of a candidate or irregularities are identified in a candidate's work before the candidate has signed the declaration of authentication/authentication statement (where required) and malpractice is suspected,
- The Henry Beaufort School will



- Use professional judgement and experience of the candidates work produced previously
- Use the authentication procedures and/or malpractice instructions in the JCQ Suspected Malpractice : Policies and Procedures and AI Use in Assessments: Protecting the Integrity of Qualifications guidance to review the candidates work
- Follow the school disciplinary procedure.