



Internal Appeals Procedure (Non-Examined Assessments)

Updated: September 2025

Approval: September 2025

Implementation: September 2025

Review: August 2026

1 Introduction

- 1.1 This procedure is reviewed and updated annually to ensure that appeals against internal assessment decisions (centre assessed marks) at Reigate College are managed in accordance with current requirements and regulations in the following JCQ documents:
- General Regulations for Approved Centres (5.3, 5.7)
 - Instructions for conducting non-examination assessments (4.6, 6.1, 9) and Instructions for conducting coursework (6, 7, 13.5)
- 1.2 This procedure is also informed by the JCQ documents:
- Reviews of marking (centre assessed marks) suggested template for centres
 - Notice to Centres - Informing candidates of their centre assessed marks
 - Suspected Malpractice: Policies and Procedures (4.5)
- 1.3 Certain qualifications contain components/units of non-examination assessment, controlled assessment and/or coursework which are internally assessed (marked) by centres and internally reviewed/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.
- 1.4 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.

2 Purpose of the procedure

- 2.1 The purpose of this procedure is to confirm the arrangements at Reigate College for dealing with appeals relating to internal assessment decisions. This procedure ensures compliance with JCQ regulations which state that centres must:
- Have in place for inspection that must be reviewed and updated annually, 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
 - Before submitting marks to the awarding body inform candidates of their centre assessed marks and allow a candidate to request a review of the centre's marking

3 Principles relating to centre assessed marks

- 3.1 Reigate College will ensure that the following principles are in place in relation to marking the work of candidates:
- A commitment to ensuring that whenever teaching staff mark candidates' work, that this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents
 - All centre staff follow a robust policy regarding the management of non-examination assessments including controlled assessments and coursework which details the procedures relating to relevant qualifications delivered in the centre, including the marking and quality assurance/internal standardisation 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 (If AI tools have been used to assist in the marking of candidates' work, they will not be the sole marker)
 - A commitment 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)
 - On being informed of their centre assessed marks, if candidates believe that the above procedures were not followed in relation to the marking of their work, or that the assessor has not properly applied the

marking standards to the marking, then they may make use of the internal appeals procedure below to consider whether to request a review of the centre's marking

4 Procedure for appealing internal assessment decisions (Non-Examined Assessments)

4.1 Candidates will be informed of their centre assessed marks through the Portal so that they may request a review of the centre's marking before marks are submitted to the awarding body. It is a candidate's responsibility to ensure that they access the portal.

4.2 Following the publication of centre assessed marks via the portal, students have 5 calendar days to request copies of the 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 (Stage 1). Candidates will not be allowed access to original assessment material, including artefacts, unless supervised. Requests must be made by emailing the Principal's PA, clearly stating the student's name, student number and subject/course. Students cannot make a request for a review of marking without first requesting a copy of the materials. There is a charge for this service.

4.3 Upon request and receipt of payment, copies of materials will be made available to the candidate within 5 working days. Requests will not be accepted after this deadline.

- The deadline to request a review of marking (Stage 2) must be made within 5 working days of the candidate receiving copies of the requested material by emailing the Principal's PA, clearly explaining where the error in marking has occurred. The review will only focus on the quality of the work submitted, not on the teaching or preparation for the assessment. It is important that candidates understand that the moderation process conducted 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. 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 be considered provisional
- On receipt of the request and payment, the College 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. The assessor will be instructed to ensure that the candidate's mark is consistent with the standard set by the centre. There is a charge for this service.
- The process for completing the review, making any changes to marks, and informing the candidate of the outcome in writing will be completed and communicated to the student in writing before the awarding body's deadline for the submission of marks
- The outcome of the review of 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. The College will inform the awarding body if it does not accept the outcome of the review

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

5.1 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.

5.2 Reigate College ensures that those members of teaching staff involved in the direct supervision of candidates producing work for assessments are aware of the potential for malpractice.

5.3 Malpractice by a candidate 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.

- 5.4 If there are doubts about the authenticity of the work of a candidate or irregularities are identified in a candidate's work after the candidate has signed the declaration of authentication/authentication statement (where required) and malpractice is suspected, Reigate College will follow the authentication procedures and/or malpractice instructions in the relevant JCQ document (Instructions for conducting non-examination assessments) and any supplementary guidance that may be provided by the awarding body. Where this may lead to the decision to not accept the candidate's work for assessment or to reject a candidate's work on the grounds of malpractice, the affected candidate will be informed of the decision.
- 5.5 If a candidate who is the subject of the decision disagrees with the decision, a written request, setting out as clearly and concisely as possible the grounds for the appeal including any further evidence relevant to supporting the appeal, should be submitted to the Principal's PA within 5 working days of the decision being made known to the appellant.
- 5.6 The appellant will be informed of the outcome of the appeal before the awarding body's deadline for the submission of marks.