

**Internal Appeals Procedure
(Review of Results and Appeals)
2023/24**

Cambridge Academy for Science and Technology

Internal Appeals Procedure (Review of Results and Appeals) 2023/24

Centre name	Cambridge Academic Partnership
Centre number	22231
Date procedure first created	13/12/2023
Current procedure approved by	Danielle Pacey
Current procedure reviewed by	Danielle Pacey
Date of next review	13/12/2024

Key staff involved in the procedure

Role	Name
Head of centre	Danielle Pacey
Senior leader(s)	Alex Caley
Exams officer	Lisa Sizer
Other staff (if applicable)	

This procedure is reviewed and updated annually to ensure that appeals against any decision at Cambridge Academic Partnership not to support an application for a clerical re-check, a review of marking, a review of moderation, or an appeal are managed in accordance with current requirements and regulations.

Reference in this procedure to GR refers to the JCQ publication **General Regulations for Approved Centres**.

Introduction

Following the issue of results, awarding bodies make post-results services available (see below for details of how these are managed at Cambridge Academic Partnership)

If teaching staff at Cambridge Academic Partnership or a candidate (or his/her parent/carer) have a concern that a result may not be accurate, post-results services may be considered.

The JCQ post-results services currently available are detailed below.

Reviews of Results (RoRs):

- Service 1 (Clerical re-check) - This is the only service that can be requested for objective tests (multiple choice tests)
- Service 2 (Review of marking)
- Priority Service 2 (Review of marking) - This service is available for externally assessed components of both unitised and linear GCE A-level specifications (an individual awarding body may also offer this priority service for other qualifications)
- Service 3 (Review of moderation) - This service is not available to an individual candidate

Access to Scripts (ATS):

- Copies of scripts to support reviews of marking
- Copies of scripts to support teaching and learning

Purpose of the procedure

The purpose of this procedure is to confirm the arrangements at Cambridge Academic Partnership for dealing with candidate appeals relating to any centre decision not to support an application for a clerical re-check, a review of marking, a review of moderation, or an appeal.

This procedure ensures compliance with JCQ regulations (GR 5.13) which state that centres must have available for inspection and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support an application for a clerical re-check, a review of marking, a review of moderation or an appeal.

Post-results services

At Cambridge Academic Partnership:

- Candidates are made aware of the arrangements for post-results services prior to the issue of results
- Candidates are also informed of the periods during which senior members of centre staff will be available/accessible immediately after the publication of results so that results may be discussed, and decisions made on the submission of reviews of marking

Candidates are made aware/informed by Signpost to the Cambridge Academy for Science and Technology website. (Is this on the Website as I can't find it? Can it just be the information in the letter printed out and given to them when they get their exams?)

Full details of the post-results services, internal deadline(s) for requesting a service and the fees charged (where applicable) are provided by Exams Officer. Students are issued with the Post Results Service Request Form with their results.

Centre actions in response to a concern about a result

Where a concern is expressed that a particular result may not be accurate, Cambridge Academic Partnership will:

- Look at the marks awarded for each component part of the qualification alongside any mark schemes, relevant result reports, grade boundary information, etc., when made available by the awarding body, to determine if the concern may be justified.

For **written** components that contributed to the final grade, Cambridge Academic Partnership will:

- Where a place at university or college is at risk, consider supporting a request for a Priority Service 2 review of marking

In all other instances:

Consider accessing the script by:

- (where the service is made available by the awarding body) requesting a priority copy of the candidate's script to support a review of marking by the awarding body deadline OR
- (where the option is made available by the awarding body) viewing the candidate's marked script online to consider if requesting a review of marking is appropriate
- Collect written consent/permission from the candidate to access the script
- On access to the script, consider if it is felt that the agreed mark scheme has been applied correctly in the original marking and if the centre considers there are any errors in the marking
- Support a request for the appropriate Review of Results service (clerical re-check or review of marking) if any error is identified
- Collect written consent from the candidate to request the Review of Results service before the request is submitted
- Where relevant, advise an affected candidate to inform any third party (such as a university or college) that a review of marking has been submitted to an awarding body

Additional centre-specific actions:

For **moderated** components that contributed to the final grade Cambridge Academic Partnership will:

- Confirm that a review of moderation cannot be undertaken on the work of an individual candidate or the work of candidates not in the original sample submitted for moderation
- Consult the moderator's report/feedback to identify any issues raised
- Determine if the centre's internally assessed marks have been accepted without change by the awarding body – if this is the case, a Review of Results service 3 (Review of moderation) will not be available

- Determine if there are any grounds to submit a request for a review of moderation for all candidates in the original sample

Candidate consent

Cambridge Academic Partnership will:

- Acquire written candidate consent (accepting informed consent via candidate email) in all cases before a request for a Review of Results service 1 or 2 (including priority service 2) is submitted to the awarding body
- Acquire informed candidate consent to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded
- Only collect candidate consent after the publication of results

Centre actions in the event of a disagreement (dispute)

Where a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking or a review of moderation, Cambridge Academic Partnership will:

- For a review of marking (Review of Results priority service 2), advise the candidate a review may be requested by providing informed written consent (and the required fee) for this service to the centre by the deadline set by the centre
- For a review of marking (Review of Results service 1 or 2), first advise the candidate to access a copy of their script to support a review of marking by providing written permission (and any required fee) for the centre to access the script from the awarding body
- After accessing the script to consider the marking, inform the candidate that if a request for a review of marking (Review of Results service 1 or 2) is required, this must be submitted by the deadline set by the centre by providing informed written consent (and the required fee) for the centre to request the service from the awarding body
- Inform the candidate that a review of moderation (Review of Results service 3) cannot be requested for the work of an individual candidate or the work of a candidate not in the original sample

If the candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision not to support a review of results, an internal appeal can be submitted to the centre by completing the Appendix A Internal Appeals Form at least 10 days prior to the internal deadline for submitting a request for a review of results. The appellant will be informed of the outcome of the appeal 5 days.

Appeals

Following a Review of Results outcome, an external appeals process is available if the head of centre remains dissatisfied with the outcome and believes there are grounds for appeal.

The JCQ publications **Post-Results Services** and **JCQ Appeals Booklet** (A guide to the awarding bodies' appeals processes) will be consulted to determine the acceptable grounds for a preliminary appeal.

Appendix A
Cambridge Academy for Science and Technology
Complaints and Appeals Form

Name of complainant/appellant:	
Candidate Name (if different from complainant/appellant)	

Please tick in the box below to indicate the nature of your complaint/appeal

<input type="checkbox"/> Compliant/Appeal against Cambridge Academy for Science and Technology delivery of a qualification	<input type="checkbox"/> Compliant/Appeal against Cambridge Academy for Science and Technology administration of a qualification
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Please clearly state the grounds for your complaint/appeal below:

Detail below, steps that you have already taken to resolve the issue(s)

and what you consider to be a good resolution to the issue

Complainant/appellant signature

Date:

FOR CENTRE USE:

Date compliant received:

Date compliant acknowledged:

CAST Ref:

This form must be completed in full. An incomplete form will be return to the complainant/appellant.