



# BWHS INTERNAL APPEALS PROCEDURE 2025-26

GB Committee Responsible	Curriculum and Achievement
Reviewed by:	Francis O'Sullivan (AHT)
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## Appeals against internally assessed marks

### **Bentley Wood High School: Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments).**

Bentley Wood High 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. Bentley Wood High 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,

1. Bentley Wood High 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.
2. Bentley Wood High School will, having received a request for copies of materials, promptly make them available to the candidate.
3. Bentley Wood High School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
4. Requests for reviews of marking **must** be made in writing, using the form supplied below.
5. Bentley Wood High 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.
6. Bentley Wood High 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.
7. Bentley Wood High School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
8. The candidate will be informed in writing of the outcome of the review of the centre's marking.
9. The outcome of the review of the centre's marking will be made known to the Head of Centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

In the case of NEA and coursework, after candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark

changes. This process is outside the control of Bentley Wood High School and is not covered by this procedure.

### **Appeals procedure against centre decisions not to support an enquiry about results (i.e. a clerical re-check, a review of marking, a review of moderation, or an appeal)**

Following the issue of results awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service, and fees charged can be obtained from the Exams Officer. We will advertise these services to students when they collect their results. The Senior Leader responsible for examinations will, in communication with the Head of Centre, and in consultation with Heads of Department, arrange for the Exams Officer to submit a selection papers for reviews of marking. In most cases, these will be papers where a candidate is very close the next grade boundary, and proposed by the Head of Department.

In addition to these internal submissions from Bentley Wood, enquiries about results (EARs), may also be requested by candidates or their parents/carers. If a query is raised about a particular examination result, the exams officer, teaching staff, and Head of Centre will investigate the feasibility of requesting an enquiry. If a parent wishes to request a review of marking themselves, which is not supported by the school, the request must be made to the Exams Officer in writing (by direct email or via letter), at least one week prior to the deadline for enquiries about results.

When the centre does not uphold a request from a candidate, the candidate may pay the appropriate fee, and a request will be made to the awarding body on the candidate's behalf. Payment must be made before the review request is submitted by the school.

If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support an enquiry, an appeal can be submitted to the centre using the **internal appeals form** at least **one week prior to** the internal deadline for submitting an EAR.

### **Appeals procedure following the outcome of an enquiry about results**

Following the 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 (Post-Results Services - JCQ Joint Council for Qualifications)~~ and ~~JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)~~ will be consulted to determine the acceptable grounds for a preliminary appeal

Where the Head of Centre is satisfied after receiving the outcome of an EAR, but the internal candidate and/or their parent/carer is not satisfied, they may make a further representation to the Head of Centre. Following this, the head of centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the JCQ Appeals Booklet. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The **internal appeals form** should be completed and submitted to the centre within **10 calendar days** of the notification of the outcome of the enquiry. Subject to the Head of Centre's decision, this will allow the centre to process the appeal and submit to the awarding body within the required 14 calendar days. Awarding body fees which may be charged for the appeal must be paid by the appellant on submission of the internal appeals form. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

### Access to Scripts

To support teaching and learning, Bentley Wood High School are able to request exam scripts from the exam boards. Written permission will be obtained from the candidates to use the scripts for any teaching and learning purposes or as examples for other students. A student can request a paper themselves, in consultation with the appropriate Head of Department, who will submit the request to the Exams Officer.

The returned examination scripts will only be seen by teachers who are members of staff at Bentley Wood High School. Any use of scripts in class will have no reference to the candidate's name.

### Appeals regarding centre decisions relating to access arrangements and special consideration

This procedure confirms Bentley Wood's compliance with JCQ's General Regulations for Approved Centres (section 5.3z) that the centre will:

- *have in place and available for inspection a written internal appeals procedure which must cover at least appeals regarding... centre decisions relating to access arrangements and special consideration*

Bentley Wood 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

### Access arrangements and reasonable adjustments

In accordance with the regulations, Bentley Wood:

- recognises its duty to provide access arrangements and provide reasonable adjustments where appropriate.
- complies with its responsibilities in identifying, determining and implementing appropriate access arrangements and reasonable adjustments

For further details regarding how decisions about access arrangements may be made see our Equality and Disability (Exams) Policy.

Failure to comply with the regulations have the potential to constitute malpractice which may Impact on a candidate's result(s)

Examples of failure to comply include:

- putting in place access arrangements/adjustments that are not approved
- failing to consider putting in place access arrangements where applications for this consideration have followed our procedures set out in the Equalities and Disability Policy
- permitting access arrangements/adjustments within the centre which are not supported by appropriate evidence
- charging a fee for providing reasonable adjustments to disabled candidates

### **Special consideration**

Where Bentley Wood has appropriate 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 his or her normal level of attainment in an assessment.

### **Centre decisions relating to access arrangements, reasonable adjustments and special consideration**

This may include Bentley Wood's decision not to make/apply for a specific reasonable adjustment or to apply for special consideration, in circumstances where a candidate does not meet the criteria for, or there is no evidence/insufficient evidence to support the implementation of an access arrangement/reasonable adjustment or the application of special consideration.

Where Bentley Wood makes a decision in relation to the access arrangement(s), reasonable adjustment(s) or special consideration that apply for a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent / carer) disagrees with the decision made and reasonably believes that the centre has not complied with its responsibilities or followed due procedures, a written request setting out the grounds for appeal should be submitted
- An internal appeals form should be completed and submitted within 10 calendar days of the decision being made known to the appellant.

To determine the outcome of the appeal, the Head of Centre will consult the respective JCQ publication to confirm the centre has complied with the principles and regulations governing access arrangements and/or special consideration and followed due procedures.

The appellant will be informed of the outcome of the appeal within 14 working days of the appeal being received and logged by the centre.

If the appeal is upheld, Bentley Wood will proceed to implement the necessary arrangements.

This procedure is informed by the JCQ publications *A guide to the awarding bodies' appeals processes* (chapter 3), *Suspected Malpractice: Policies and Procedures* (section 3.3), *General Regulations for Approved Centres* (section 5.4), *Access Arrangements and Reasonable Adjustments* (Importance of these regulations) and *A guide to the special consideration process* (sections 1, 2, 6)

## **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 relevant assessments taking place, inform candidates of the things they must and must not do when they are completing their work.

The JCQ [Information for candidates. \\_ AI. \(Artificial Intelligence and assessments\)](#) or similar centre document is issued to candidates prior to assessments taking place (and prior to a candidate signing the declaration of authentication which relates to their work).

Bentley Wood 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 do not need to be reported to the awarding body but will be dealt with in accordance with the centre's internal procedures.

Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment where the offence does not relate to the content of candidates' work (e.g. possession of unauthorised materials, breach of assessment conditions) or where a candidate has signed the declaration of authentication, must be reported to the awarding body.

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, Bentley Wood will investigate and impose appropriately severe sanctions if found to be true.

## Internal appeals form

This form should be completed in all cases to lodge an appeal.

Please tick to indicate what the appeal is against:

- ☐ an internal assessment decision and / or request for a review of marking
- ☐ the centre's decision not to support an enquiry about results (a clerical re-check, a review of marking, a review of moderation or an appeal)
- ☐ the centre's decision relating to access arrangements or special consideration
- ☐ the outcome of an enquiry about results
- ☐ a decision to reject candidate's work on the grounds of malpractice

<b>Name of appellant</b>		<b>Candidate name if different to appellant</b>	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below:  
*Continue overleaf if necessary*

**Appeal against decision regarding malpractice**  
**Appellant declaration**  
By signing here, I am confirming I understand the purpose of the appeal will be to decide whether there was malpractice.  
**Signature:**  
**Date of signature:**

**Appeal against internal assessment decision**  
**Appellant declaration**  
By signing here, I am confirming I understand the purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body's specification and subject-specific associated documents.  
**Signature:**  
**Date of signature:**

**Appeal against the centre decision not to support an enquiry about results**  
**Appellant declaration**  
By signing here, I am confirming I believe feel there are grounds to appeal against the centre's decision.  
**Signature:**  
**Date of signature:**

**Appeal against the centre's decision relating to access arrangements or special consideration**  
**Appellant declaration**  
By signing here, I am confirming I believe there are grounds to appeal against the centre's decision  
**Signature:**  
**Date of signature:**

**Appeal against the outcome of an enquiry about results**  
**Appellant declaration**  
By signing here, I am confirming I understand that the grounds for my appeal must relate to the awarding body's procedures or the application of the post-result service procedures. I understand that appeals do not generally involve further reviews of marking candidates work. I confirm that I will pay in advance any fees which may be charged by the awarding body for the appeal.  
**Signature:**  
**Date of signature:**

The appellant declaration against the relevant appeal must be signed, dated and returned to the EO, to the timescale indicated in the internal appeals procedure.