

Summary of internal appeal procedures

Appeals relating to internal assessment decisions	Appeals referring to malpractice	Appeals referring to a decision not to proceed with a review of results
Students work will be marked, moderated and standardised by appropriate senior staff within the subject department.	If there is a suspected case of malpractice within coursework/NEA, a student's work is reviewed following the guidelines set out in the JCQ documents ICC and ICNEA.	A request for a review of results can be made after results day. This will be reviewed by the Head of Centre, SLT and teaching staff.
Students are provided with the internal mark at least ?? 45 days in advance of the mark submission date	If a decision is made not to accept a student's work on the grounds of malpractice and the student disagrees, they must submit a written request to the Deputy Head for Curriculum and Progress.	Where the centre does not uphold a request from a candidate, the candidate may pay the appropriate fee to the centre and a request will be made to the awarding body on the candidate's behalf.
Requested copies of work to be provided within 5 working days.	An internal appeals form should be completed and submitted within 5 working days.	If the candidate or parents believe there is grounds for appeal, an internal appeal form can be submitted at least 10 days prior to the deadline for ROR.
At least 5 working days allowed for students to review materials	The appellant will be informed of the outcome within 30 working days.	Following the outcome of ROR, if the candidate requests a preliminary appeal with the awarding body, they must submit a further internal appeal to the HOC. This should be completed within 5 working days of the ROR outcome.
Appeal request to be made in writing within 12 days of receiving copies of the requested materials		Subject to the HOC decision, a preliminary appeal is submitted within 30 days of the outcome of the ROR. AB fees must be paid to the centre before the preliminary appeal is submitted. If the appeal is upheld, the fees will be refunded.
Ten working days allowed for a review of marks to be carried out.		
Outcome of the review to be made know to the Head of Centre for final decision.		
Marks submitted to awarding bodies and moderation to ensure centre marking is in line with national standards takes place.		

Appeals relating to access arrangements and special consideration	Appeals regarding centre decision relating to other administrative issues	
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.	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 the regulations or followed due process, a written request setting out the grounds for appeal should be submitted	
An internal appeals form should be completed and submitted within 5 working days of the decision being made known to the appellant.	An internal appeals form should be completed and submitted within 5 working days of the decision being made known to the appellant	
The appellant will be informed of the outcome of the appeal within 30 calendar days of the appeal being received and logged by the centre.	The appellant will be informed of the outcome of the appeal within 30 calendar days of the appeal being received and logged by the centre.	
If the appeal is upheld, The Telford Langley School will proceed to implement the necessary arrangements/submit the necessary application.		