
Key staff involved in Internal Appeals Procedure:

Role	Name(s)
Head of Centre	Doug Thomas
SLT Member(s)	Sam Channon, Jemma Lyons
Exams Officers	Kathy Ollis-Brown
SENDCo	Frankie Myers

Purpose of the procedure

This procedure confirms West Sussex Alternative Provision College will:

- Have in place and available for inspection a written internal appeals policy which must cover at least appeals regarding internal assessment decisions, post-result services and appeals, and centre decisions relating to access arrangements and special consideration. (GR 5.3.z)
- A policy regarding the management of non-examination assessments including controlled assessments and coursework, which includes details of how candidates work will be authenticated. (GR 5.3z)
- Draw to the attention of candidates and their parents/carers its written complaints policy which will cover general complaints regarding the centre's delivery or administration of a qualification and their internal appeals procedure (GR 5.8.e)

This procedure covers appeals relating to:

- Internal assessment decisions (centre assessed marks).
- Centre decisions not to support an application for clerical re-check, a review of marking, a review of moderation or an appeal.
- Centre decisions relating to access arrangements and special consideration.
- Centre decisions relating to other administrative issues.

This procedure is reviewed and updated annually on the publication of updated JCQ regulations and guidance on access arrangements and instructions for conducting exams.

References in this policy relate to/are directly taken from JCQ publications [General regulations for Approved Centres 2025](#) (GR) and [A Guide to the Special Consideration Process](#) (SC).

Appeals procedure against internal assessment decisions:

Certain qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by WSAPC and internally 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.

WSAPC will:

- *Have in place and be available for inspection purposes, 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. (GR 5.7.g)

- *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. (GR 5.7.d)*

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

Date	Qualification	Details
07/05/2026	GCSE	EDUQAS Physical Education (short course)
07/05/2026	GCSE	AQA English Language
		Media
31/05/2026	GCSE	AQA Art & Design, including Textiles and Photography

WSAPC 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.

WSAPC ensures that all centre staff follow a robust *Non-examination assessment policy*. This policy details all procedures relating to non-examination assessments, 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. WSAPC is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where several 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 their work, or that the assessor has not properly applied the marking standards to their marking, then they may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

WSAPC will:

- Ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
- 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.
- Inform candidates that they may request copies of materials (generally, as a minimum, a copy of their 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.

- Having received a request for copies of materials, promptly make them available to the candidate (or for some marked assessment materials, such as artwork and recordings, inform the candidate that these will be shared under supervised conditions) within five calendar days.
- Inform candidates that they will not be allowed access to original assessment material unless supervised.
- Provide candidates with sufficient time to allow them to review copies of materials and reach a decision, informing candidates that if their decision is to request a review, they will need to explain what they believe the issue to be.
- Requests for reviews of marking must be made in writing within five calendar days of receiving copies of the requested materials by completing the internal appeals form.
- Allow seven calendar days 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 for the submission of marks.
- 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 and has no personal interest in the review.
- Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by WSAPC.
- Inform the candidate in writing of the outcome of the review of the centre's marking.

The outcome of the review of the centre's marking will be made known to the head of centre who has the final decision if there is any disagreement on the mark to be submitted to the awarding body. 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.

The awarding body will be informed if the centre does not accept the outcome of a review.

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.

Appeals against the centre's decision not to support an application for a clerical re-check, a review of marking, a review of moderation or an appeal

WSAPC will:

- *Have available for inspection purposes 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. (GR 5.13.i)*

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 are provided by the exams officer.

Candidates are made aware of the arrangements for post-results services prior to the issue of results. Candidates are also informed of the period 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. This is done by a results information letter posted to the candidates in June.

If the centre or a candidate (or their parent/carer) has a concern and believes 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 GCSE specifications.
- 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.

Where a concern is expressed that a particular result may not be accurate, the centre 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 centre supports any concerns.

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for an RoR service 1 or 2 is submitted to the awarding body. Consent is required 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. Candidate consent can only be collected after the publication of results.

If a concern is raised about a particular examination result, the exams officer, teaching staff and head of centre will investigate the feasibility of requesting an enquiry supported by the centre.

Where WSAPC does not uphold a request from a candidate, the candidate may pay the appropriate RoR fee to WSAPC, and we will make a request to the awarding body on the candidate's behalf.

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

The appellant will be informed of the outcome of their appeal before the internal deadline for submitting an RoR.

Following the RoR 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 **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 RoR outcome, but the candidate (or their parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made 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 **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 RoR. Subject to the head of centre's decision, this will allow WSAPC to process the preliminary appeal and submit to the awarding body within the required **30 calendar days** of the awarding body issuing the outcome of the review of results process. Awarding body fees which may be charged for the preliminary appeal must be paid to WSAPC by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the exams officer). 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.

Internal Appeals form

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below.

- ☐ Appeal against an internal assessment decision and/or request for a review of marking.
- ☐ Appeal against the centre's decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal.

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Name of appellant		Candidate name (if different to appellant)	
Awarding body		Exam paper code	
Qualification type Subject		Exam paper title	

Please state the grounds for your appeal below:

Appellant signature:

Date of signature:

Appeals log

On receipt, all appeals are assigned a reference number and logged.

The outcome of any reviews of the centre's marking will be made known to the head of centre. A written record of the review will be kept and logged as an appeal, so information can be easily made available to an 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. The awarding body will be informed if the centre does not accept the outcome of a review – this will be noted on this log.

Ref No.	Date received	Appellant name	Outcome	Outcome date

Further guidance to inform and implement appeals

JCQ

- [General Regulations for Approved Centres](#)
- [Post-Results Services](#)
- [Appeals Booklet \(A guide to the awarding bodies' appeals process\)](#)
- [Notice to Centres -Informing candidates of their centre assessed marks](#)

Ofqual

- [GCSE \(9 to 1\) qualification-level conditions and requirements](#)
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RATIFIED BY GB	May 2016
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