





# Bromley Adult Education College

## Internal Appeals Procedure (Internal assessment decisions) 2024-25

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Centre Number	14207
Policy Reviewed on	
Head of Centre signature (Yvonne Tomlin Miller)	
Qualifications Officer signature (Veronica Hughes)	
Date of next review	01/09/2025

This procedure is reviewed and updated annually to ensure that appeals against internal assessment decisions (centre assessed marks) at Bromley Adult Education 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)

**Instructions for conducting coursework** (6.7, 13.5)

This procedure is informed by the JCQ documents:

**Reviews of marking (centre assessed marks)**

**Notice to Centres – Informing candidates of their centre assessed marks**

**Suspected Malpractice: Policies and Procedures** (4.5)

## Key staff involved in the procedure

Role	Name(s)
Head of Centre	Yvonne Tomlin Miller
Head of Curriculum and Quality	Darren Kirwin
Curriculum Development Managers	Paola Moioli Louise Smith Philip Bedford
Qualifications Officer/SENCo	Veronica Hughes

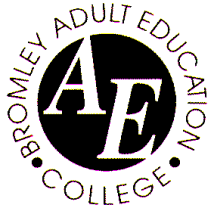
## Introduction

Certain qualifications contain components/units of non-examination assessment, controlled assessment and/or coursework which are 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.

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 with 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.

The qualifications delivered at Bromley Adult Education College containing assessed components/units are:

Awarding Body	Qualification/details
AQA	GCSE English - Spoken Language (endorsement) 8700/C
City & Guilds	English EL Writing Award portfolio
Gateway	English L1 Writing Award portfolio
Pearson FS	English & Maths Entry Level
Pearson FS	English L1 and L2 – Speaking and Listening Unit
CPCAB	Level 2 Award in Introduction to Counselling Skills portfolio
CPCAB	Level 2 Certificate in Counselling Skills – Internal Assessment
OCN London	Short Award Courses



## Purpose of the procedure

This procedure confirms Bromley Adult Education's arrangements for dealing with appeals relating to internal assessment decisions.

This procedure ensure compliance with JCQ Regulations which state centres must:

- have in place for inspection that must be reviewed and update annually, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made wide available and accessible to 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

## Principles relating to centre assessed marks

The head of centre/senior leader/s at Bromley Adult Education College will ensure that the following principles are in place in relation to marking the work of candidates:

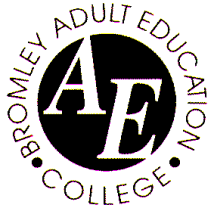
- A commitment to ensuring that whenever teaching staff mark candidates' work, that this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents
- All centre staff follow a robust policy regarding the management of non-examination 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



## Procedure for appealing internally assessment decisions (centre assessed marks)

The head of centre/senior leader(s) at Bromley Adult Education College 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 of work submitted
- Inform candidates that they may request copies of 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
- Having received a request for copies of materials, promptly make them available to the candidate (this will either be the originals viewed under supervised conditions or copies) within the period of time as specified (see **Deadlines** below)
- Inform candidates they will not be allowed access to original assessment material, including artefacts, 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
- Provide a clear deadline for candidates to submit a request for a review of the centre's marking and confirm understanding that requests must be made in writing and will not be accepted after this deadline (see **Deadlines** below)
- Require candidates to make requests for a review of centre marking by emailing the Qualifications Officer
- 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 for the submission of marks (see **Deadlines** below)
- 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
- Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre
- Inform the candidate in writing of the outcome of the review of the centre's marking
- Ensure the outcome of the review of the centre's marking is 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
- Ensure a written record of the review is kept and made available to the awarding body upon request
- Ensure the awarding body is informed if the centre does not accept the outcome of a review



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

The centre 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.

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.

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, Bromley Adult Education College will:

- Follow the authentication procedures and/or malpractice instructions in the relevant JCQ document or BAEC's malpractice document
- Follow 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 coursework on the grounds of malpractice, the affected candidate will be informed of the decision

If a candidate who is the subject of the decision disagrees with the decision:

- an internal appeal can be submitted to the centre by completing the **internal appeals form** at least 7 days after being informed of the decision

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



## Deadlines and timescales

Deadline for Appeals	Awarding Body	Qualification/details	Exam series
06/04/2025	AQA	GCSE English - Spoken Language (endorsement) 8700/C	Summer-2025
10/02/2025	City & Guilds	English EL Writing Award portfolio	N/A
10/02/2025	Gateway	English L1 Writing Award portfolio	N/A
27/06/2025	Pearson FS	English & Maths Entry Level	On-demand
27/06/2025	Pearson FS	English L1 and L2 – Speaking and Listening Unit	On-demand
7 days after course end date	CPCAB	Level 2 Award in Introduction to Counselling Skills portfolio	N/A
7 days after course end date	CPCAB	Level 2 Certificate in Counselling Skills – Internal Assessment	N/A
7 days after course end date	OCN London	Short Award Courses	N/A

- Upon request, copies of materials will be made available to the candidate within 14 working days
- The deadline to request a review of marking must be made within 14 working days of the candidate receiving copies of the requested materials
- The process for completing the review, making any changes to marks, informing the candidate of the outcome will be completed within 14 working days, all before the awarding body's deadline for the submission of marks