

Reviewed 7th Octobre 2024

INTERNAL APPEAL PROCEDURE RELATING TO CENTRE INTERNAL ASSESSMENTS, SPECIAL CONSIDERATION REQUESTS AND REVIEW OF MARKING FOR EXTERNAL QUALIFICATIONS

In accordance with the Code of Practice for the conduct of external qualifications produced by JCQ, **the Lycée Français Charles de Gaulle**, known as the Centre, is committed to ensuring that:

- Internal assessment is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents;
- Internal assessments are conducted by Teachers who have the appropriate knowledge, understanding and skills;
- Assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification;
- The consistency of the internal assessment is secured through internal standardisation as necessary; and
- Subject Teachers responsible for internal standardisation attend any relevant training sessions.

Review of Centre's Marking - internally assessed marks

(GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments/NEA)

- Subject Teachers will ensure that candidates are informed of their Centre-assessed marks, as soon as they are available, so that candidates may request a Review of the Centre's procedure before marks are submitted to the awarding body.
- Subject Teachers will inform candidates that they may also request copies of materials to assist them in considering whether to request a review of the Centre's marking of the assessment.
- Subject Teachers will, having received a request for copies of materials, promptly make them available to the candidate.
- Subject Teachers will provide candidates with five days in order to allow them to review copies of materials and reach a decision.
- The Centre 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.

Appeal Written Procedure – Review of Marking for Centre assessed-marks

An appeal against the Centre's marking can be made to the Centre concerning an internal assessment.

The following principles apply:

- An appeal against the Centre's marking applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgement itself; parents/guardians cannot make an appeal against the mark or grade but only against the procedure used.
- The candidate must firstly request a Review of Centre's marking verbally with the Subject Teacher and in writing to the Centre's Exams Officer.
- **Appeal requests on the Centre's marking must be made by 30th April for examinations in that summer series.** Requests **must** be made in writing and will not be accepted after this deadline.

Only in exceptional circumstances, in situations where the coursework marking and moderation schedule extends beyond this time, the deadline may be extended.

- The enquiry into the internal appeal process will normally be led by the Head of Centre of the British Section and the Exams Officer, provided that neither has played any part in the original internal assessment process.
- The Head of Centre of the British Section will ensure that the Review Centre's 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.
- The Head of Centre will instruct the Assessor to ensure that the candidate's mark is consistent with the standard set by the Centre.
- The Exams Officer will inform the candidate in writing of the outcome of the Review of Centre's marking, and a copy will be sent to the candidate.
- The enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body and the 'Code of Practice'.
- The outcome of the appeal will be final and made known to the Head of Centre of the British Section prior to submission to the relevant awarding body. A written record of the appeal and the outcome will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies 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.

Note:

Appeals against matters outside the Centre's control will not be considered in the Centre's Review of Marking procedure.

SPECIAL CONSIDERATION REQUESTS AND APPEAL PROCEDURE

- Special consideration can only be awarded where a candidate has been fully prepared for assessments and covered the entire course but their ability to demonstrate their subject knowledge and understanding is materially affected by adverse circumstances beyond their control at the time of the assessment(s).
- Special consideration cannot be applied for if the candidate was not able to develop their subject knowledge and understanding due to absence during the course, joining the course late or teaching and learning being disrupted by staff shortages, planned building work or lack of specialist facilities.
- The centre will only submit special consideration requests in line with the JCQ and Cambridge guidelines. The centre is not allowed to submit special consideration requests for trivial cases, such as momentary noise disruption, door opening and closing next to the Exam room, etc.

These requests must be submitted by the candidate just before or shortly after the exam/coursework has taken place, along with relevant documentation, such as medical certificates. Once a special consideration request has been accepted by the Exams Officer and submitted to the Exam board, the candidate will receive a confirmation email. If more than one exam is impacted or multiple circumstances have been faced by the candidate, the Exam Officer will wait for the end of all the candidate's exam to submit the request as special consideration cannot be applied in a cumulative fashion.

Any special consideration request which has been upheld will be submitted to the Exam board. If accepted by the Exam board, the request will result in the adjustment of marking, in line with the Exams board's guidelines.

Appeal Written Procedure – Special Consideration Requests

If a special consideration request is not accepted by the Centre, candidates have the **right to appeal** the Centre's decision. The candidate will have to write a formal complaint in writing to the Exams Officer within five days of receiving the outcome. The complaint will be escalated and reviewed by the Head of Centre for a formal and final outcome within five days of receiving the written complaint or sooner to meet the Special consideration published deadline.

REVIEW OF MARKING FOR EXTERNAL QUALIFICATIONS - Enquiries About Results - EAR

Detailed information about results day, results collection and Enquiries About Results are published to candidates and parents/guardians every year in June for that year's examination series.

Candidates must submit a completed and signed Enquiry About Results form and all completed forms must be emailed to secretariatsb@lyceefrancais.org.uk alongside proof of the correct payment made by bank transfer. All requests for an Enquiry About Results will be acknowledged within 48 hours of receipt; if not please re-email your request until you get confirmation that it has been received. The Awarding Bodies operate strict deadlines and no late requests will be accepted.

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Next review: October 2025