

## Appendix C: Internal Appeals Procedures for Internally Assessed Coursework (GCE coursework, GCE and GCSE non-examination assessments, Project qualifications)

Reviewed January 2026

### 1. Appeals against internal assessment decisions (centre assessed marks)

This procedure confirms Stover School's compliance with JCQ's *General Regulations for Approved Centres 2025-2026, section 5.7* that the centre has in place "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" and that the centre "before submitting marks to the awarding body informs candidates of their centre assessed marks and allows candidates to request a review of the centre's marking."

<https://www.jcq.org.uk/exams-office/non-examination-assessments/>

Certain components of GCSE and GCE (legacy GCE coursework, GCE and GCSE non-examination assessments) and other qualifications that contribute to the final grade of the qualification are internally assessed (marked) by the centre. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

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

Date	Qualification	Details
07/05/2026	GCSE	Last date for AQA (and moderators) to receive internally-assessed marks for May/June 2026, except for Art and Design.
07/05/2026	GCSE	Last date for AQA to receive internally-assessed grades for GCSE English Spoken Language Endorsement.
15/05/2026	GCE and EPQ	Last date for submission of centre assessed marks (AQA, OCR, Pearson and WJEC). Except for Art and Design.
15/05/2026	GCSE	Last date for Pearson and (moderators) to receive internally-assessed marks for May/June 2026
31/05/2026	GCE and GCSE	Last day for AQA and moderator to receive internally assessed marks for Art and Design.

Stover 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.

Stover School ensures that all centre staff follow a robust *Non-examination assessment policy* (for the management of GCE and GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments (See Appendix J of the Examination Policy) for GCE, GCSE, Extended Project, BTEC and ASDAN qualifications, including the marking and quality assurance 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. Stover 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, 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 his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

Stover School will:

1. 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.
2. inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment.
3. having received a request for copies of materials, make them available to the candidate as quickly as possible, and definitely within 3 working days. These may either be originals viewed under supervised conditions or copies.
4. provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing within 5 working days of receiving copies of the requested materials, by completing the internal appeals form (see below), and returning it to the Exams Officer.

6. allow 5 working 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.
7. 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.
8. instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. 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. A written record of the review 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.

## **2. Appeals against the outcome of a clerical check, a review of marking, a review of moderation or an appeal**

This procedure confirms Stover School's compliance with JCQ's *General Regulations for Approved Centres 2025-2026, section 5.13* that the centre has in place "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..."

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 to all candidates by the Exams Officer.

Candidates are informed of the arrangements for post-results services and the accessibility of senior members of centre staff **before** they receive their results, in the letter **Candidate Information on Exams and Post Results Procedures** (see Appendix A of the Examinations Policy), which is issued, in July by the Exams Officer.

If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, a review of the result may be requested.

*Reviews of Results (RoRs)* offers three services.

- Service 1 – clerical re-check
- Service 2 – review of marking
- Service 3 – review of moderation (this service is not available to an individual candidate).

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for a RoR service 1 or 2 is submitted to the awarding body as with these services candidates' marks and subject grades may be lowered. Candidate consent can only be collected after the publication of results.

If a concern is raised about a particular examination result, the subject teacher (Headmaster, Deputy Head and Exams Officer) will be on hand to give advice. Ultimately each candidate (plus parents/carers) can decide which papers they would like to submit for a RoR, and the Exams Officer will let them know the associated costs.

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 *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 RoR outcome, but the candidate (or his/her 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 *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 5 working days of the notification of the outcome of the RoR. Subject to the head of centre's decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required 30 calendar days of receiving the outcome of the review of results process. Awarding body fees which may be charged for the preliminary appeal must be paid to the centre 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.

# Stover School Internal Appeals Form

Name of candidate .....

Date received by Exams Officer .....

Nature of appeal (please tick):

Appeal against an internal assessment decision and/or request for a review of marking

Appeal against the centre's decision not to support a review of moderation or an appeal

Subject ..... Awarding Body .....

Exam paper code ..... Exam paper title .....

Name of appellant (if different from candidate) .....

Please outline the grounds for your appeal in the box below.

*(If applicable, tick below)*

Where my appeal is against an internal assessment decision I wish to request a review of the centre's marking

*If necessary, continue on an additional page if completing electronically, or overleaf if hard copy being completed*

Appellant signature ..... Date of signature .....

**This form must be signed, dated and returned to the exams officer on behalf of the head of centre to the timescale indicated in the relevant appeals procedure**