

### Appeals relating to internal assessment decisions (centre assessed marks)

Certain GCSE, IGCSE, GCE and other qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by Radley College 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. The centre will not know the grade boundaries for the marks until results are published in August. Therefore, they are unable to say that a candidate has been given a mark that equates to a particular grade level.

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.

This procedure confirms Radley College’s compliance with JCQ’s **General Regulations for Approved Centres** (section 5.7) that the centre 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
- 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

### Deadlines for the submission of marks to awarding bodies

Date	Qualification	Awarding body	Exam series
10/1/25	EPQ	Pearson	January-2025
15/5/25	GCE/EPQ	Pearson, OCR, AQA, WJEC	Summer-2025
15/5/25	GCSE/IGCSE	Pearson, AQA, OCR	Summer-2025
31/5/25	AS, A Level Art	OCR, AQA	Summer-2025

Radley College 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.

Candidates’ work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Radley College 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 marking standards 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.

Radley College 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.  
This will happen by:  
EPQ January 2025: Monday 2 December 2024  
GCSE, IGCSE, A Level and EPQ summer 2025: Thursday 1 May  
GCSE Art summer 2025: Saturday 3 May  
DT GCSE and A Level summer 2025: Wednesday 7 May  
A and AS Level Art summer 2025: Friday 16 May
2. 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.
3. 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
4. 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 the originals will be shared under supervised conditions) within 3 calendar days.
5. Inform candidates they will not be allowed access to original assessment material unless supervised
6. 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.
7. 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 to Head of Exams who will provide the candidate with the appropriate form.  
Deadline for requests:  
EPQ January 2025: Friday 6 December 2024 – 12:00  
A Level Geography: 26 March 21:00  
GCSE, IGCSE, A Level and EPQ summer 2025: Tuesday 6 May -12:00  
GCSE Art summer 2025 – Thursday 8 May  
DT GCSE and A Level summer 2025: Saturday 10 May - 12:00  
A and AS Level Art summer 2025: Tuesday 20 May – 12:00
8. The college will allow three 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. All reviews to be completed by:  
EPQ January 2025: Monday 9 December 2024  
GCSE, IGCSE, A Level and EPQ summer 2025: by Friday 9 May  
GCSE Art summer 2025: by Tuesday 13 May  
DT GCSE and A Level summer 2025: by Tuesday 13 May  
A and AS Level Art summer 2025: by Friday 23 May
9. 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

10. Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre

11. 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 Warden, who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body. A written record of the review will be kept and made available to the awarding body upon request.

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