



ST EDMUND'S COLLEGE

Procedure for Appeals against Internal Assessments in External Qualifications 2025/2026

Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide

St Edmund's is committed to ensuring the welfare and protection of children in their care and this commitment is a fundamental part of the role of every employee.

Date policy last reviewed:	Michaelmas 2025
Current policy approved by:	St Edmund's College Governing body
Current policy reviewed by:	Exams Officer
Date of next review :	Michaelmas 2026

Key staff involved in the policy

Role	Name
Head of Centre	Mr Matthew Mostyn
Senior leader(s)	Mrs Sarah Sanders
Exams officer	Mr Wojciech Rerutko
Other staff (if applicable)	

This policy confirms St Edmund's College compliance with JCQ's General Regulations for Approved Centres 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: (JCQ GR 5.7f)
- 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: (JCQ GR 5.7c)

St Edmund's College is committed to ensuring that whenever its staff assess the work of candidates for external qualifications, 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 Non-examination Assessment Policy (for the management of non-examination assessments). This policy details all procedures relating to non-examination assessments for 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 skills, and who have been trained in this activity. The work of candidates must be produced and will be authenticated according to the requirements of the awarding body. When assessment of a piece of work is divided among several staff, consistency will be maintained by internal moderation and standardisation.

On being informed of their centre assessed marks, if a candidate feels 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, they should first discuss the matter with the Head of Department. If the problem cannot be resolved in this way, the candidate may request a review of the Centre's marking before the marks are submitted to the awarding body using the formal appeal procedure described below.

The Appeal Procedure

Procedure for appealing internal assessment decisions (centre assessed marks)

The head of centre/senior leader(s) at St Edmund's 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 process. The candidates may not appeal the mark.
- 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
- 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
- The parent or guardian of the candidate, but not the candidate acting alone, must email the Deputy Head Academic. The application must be made as soon as the circumstances become known and always before the deadline stated on the Appeal Form.
- The Deputy Head and two other experienced members of the teaching staff, not directly involved in the assessment in question, will conduct the appeal. If the Deputy Head was directly involved in the assessment in question, or is otherwise unable to investigate, the Head of Centre will appoint another Senior Manager in their place.
- The teachers who conduct the appeal will decide whether the procedures used for the internal assessment conformed to the requirements of the awarding body and the candidate's mark is consistent with the standard set by the centre.
- The outcome of the appeal will be reported in writing to the candidate and their parents or guardian within SEVEN calendar days. Any changes made to the assessment of the work, any changes made to improve the College's application of the procedures, and any correspondence with the awarding body will also be reported.
- A candidate who is not happy with the written response received may request a personal hearing with the Head of Centre or delegated senior member of staff. This will focus only on the process, and not the mark. If a hearing is requested, this must be made on email within 24 hours of the appeal outcome, and the pupil must be available for the hearing on the next working day. The date for this will be set not less than three days following the placing of the request. A candidate will be given access to all relevant documents and, if presenting their own case, be allowed to be accompanied by a (single) friend / carer.
- The outcome of the appeal will be made known to the Head of Centre and will be logged as a complaint under the College's complaints procedure. The College will notify the awarding body of any outcome of the appeal that has implications for the conduct of the examinations or the issue of results. A written record of the appeal will be kept and must be made available to the awarding body at their request.

Deadlines and timescales

- Upon request, copies of materials will be made available to the candidate the same day.
- The deadline to request a review of marking must be made within 5 calendar days of the candidate receiving copies of the requested materials

- The process for completing the review, making any changes to marks, and informing the candidate of the outcome will be completed within 7 calendar days
- All actions must be completed within 14 calendar days of receiving the centre assessed marks and all before the awarding body's deadline for the submission of marks

Notes

- 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 line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.
- Appeals against the marking of externally assessed examinations components are dealt with after the publication of results according to procedures published by the awarding bodies.
- More information about the awarding bodies' procedures may be obtained from the School's Examination Officer.
- Further copies of this document may be obtained on request from the Deputy Head Academic or Examinations Officer. It is also published on the College website www.stedmundscollege.org

This appendix will be ratified by the Governors in November 2025.