

APPEALS AGAINST INTERNALLY ASSESSED MARKS PROCEDURE (Coursework and Non-Examination Assessment)

Churcher's College is committed to ensuring that whenever its staff mark candidates' coursework or NEA 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. Churcher's College is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. For each subject, internal moderation and standardisation takes place to ensure consistency of marking.

1. For Summer 2025, candidates will be informed of their centre-assessed marks by **Monday 28 April***.
2. Candidates will be informed that they may request copies of materials to assist them in considering whether to request a review of marking of the assessment. This request for materials should be made in writing to the Head of Department.
3. Having received a request for copies of materials, staff will make them available promptly to the candidate.
4. Requests for reviews of marking **must** be made **by submitting an Internal Appeals Form** to the Academic Registrar by **Friday 2 May***. All requests **must** be accompanied by an explanation of the grounds on which the candidate is making the request. Any requests made without such an explanation will be rejected.
5. The review of marking will be carried out by the Head of Department or, if the Head of Department has already been involved in the marking of the candidate, by another suitably qualified and experienced teacher of that subject.
6. The reviewer will be instructed to ensure that the candidate's mark is consistent with the standard set by the centre. The review may result in marks going up, going down or remaining the same.
7. The Academic Registrar will inform the candidate by email of the outcome of the review of the centre's marking by **Monday 12 May***.
8. The outcome of the review of the centre's marking will be made known to the Headmaster and will be logged. A written record 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. This 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.

**PE, Art & Design and GCSE D&T are working to alternative dates, as shown in the table below.*

TABLE OF DEADLINES

SUBJECT	Candidates informed of marks by	Review of marking requests must be received by	Outcome of review will be received by
All (<i>except those below</i>)	Monday 28 April	Friday 2 May	Monday 12 May
GCSE and A Level PE	Thursday 13 March	Thursday 20 March	Thursday 27 March
GCSE D&T	Thursday 3 April	Monday 28 April	Friday 2 May
GCSE Art & Design	Friday 2 May	Wednesday 7 May	Tuesday 13 May
A Level Art & Design	Wednesday 14 May	Monday 18 May	Thursday 22 May