

## APPEALS AGAINST INTERNAL ASSESSMENTS OF WORK

Category / review period	B / 1 year
Policy Lead	Deputy Head (Academic)
Reviewed By	Head of Exams
Review Completed	January 2026
Authorised By	Deputy Head (Academic)
Date of Next Review	January 2027

**This policy applies to all JCQ-regulated qualifications. It does not apply to CAIE qualifications or the International Baccalaureate. Pupils in public exam years are informed of this policy and their appeal rights via Year Assemblies and the issuing of relevant documentation.**

1. North London Collegiate School (the School) is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with each awarding body's specification and subject-specific associated documents.
2. Awarding bodies are chosen by each department to ensure that pupils have the best possible opportunities to extend their understanding and expertise in each subject in an enjoyable and stimulating manner, while achieving the best possible outcomes.
3. Awarding bodies will continue to moderate coursework, projects and controlled/non-examined assessments, and hold ultimate responsibility for the final qualifications awarded.
4. Candidates' work will be marked by staff who have appropriate knowledge, based on their subject expertise and understanding of examination specifications, and who have been trained in this activity either through external professional development, or departmental training. The 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.
5. The School will ensure that candidates are informed in writing 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. Marks will normally be issued by the relevant Head of Department who will publish a timetable for requesting a review of marking in that subject.

6. The School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment. Generally, this will include a copy of marked assessment materials and the mark schemes for the relevant unit. For some subjects with practical assessment materials, it will be more appropriate to share these under supervised conditions.
7. The School will, having received a request for copies of materials, promptly make them available to the candidate.
8. The School will provide candidates with sufficient time, normally at least five working days, in order to allow them to review copies of materials and reach a decision on whether to request a review of marking.
9. The School will 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 by completing the Internal Appeals Form and sending this to the Deputy Head (Academic). Candidates must explain the grounds on which they are requesting a review of marking. The focus of the review is on the work submitted, therefore complaints about the quality of teaching do not constitute grounds for a review of marking.
10. The School 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 for the submission of marks.
11. The School will 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. This will usually be a member of the department who has not been involved in the marking or moderation of the unit in question but may also include qualified teachers from other schools.
12. The School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
13. The School will inform the candidate in writing of the outcome of the review of the centre's marking.
14. 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 centre will inform the awarding body if it does not accept the outcome of a review.
15. 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.
16. Similar to awarding bodies, the School will levy an administration charge of £50 for each appeal. This will be charged on the next available fees invoice. If the appeal is successful, the fee will be waived.
17. This document will be subject to review every year by the Deputy Head (Academic), Head of Exams and the relevant committee of the Governing Body.

## Internal Appeals Form

FOR CENTRE USE ONLY	
Date received	

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

Name of appellant		Candidate name (if different to appellant)	
Awarding body		NEA unit code	
Qualification type Subject		NEA unit title	

Please state the grounds for your appeal below:

Appellant signature:	Date of signature:
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This form must be signed, dated and returned to the Deputy Head (Academic) on behalf of the Head of Centre to the timescale indicated in the relevant appeals procedure.