

Ethos Academy Trust

Internal Appeals Procedure (centre assessed marks)

2025 - 2026

1	Summary	This policy documents the procedures for internally assessed work and the appeal system that is in place for candidates.			
2	Responsible person	Head of Centre / Exams Officer			
3	Accountable ELT member	Mel Kilner			
4	Applies to	Ethos College			
5	Trustees and/or individuals who have overseen development of this policy	N/A			
6	Headteachers/Service Heads who were consulted and have given approval (if applicable)	Mel Kilner			
8	Ratifying committee(s) and date of final approval	Head Teacher			
9	Version Number	1.5			
10	Available on	Every	Y/N	Trust Website Academy Website Staff Portal	Y/N Y/N Y/N
11	Related documents (if applicable)				
12	Disseminated to	Entire College			
13	Date of implementation (when shared)				
14	Date of next formal review	November 2026			
15	Consulted with Recognised Trade Unions	N/A			

Date	Version	Action	Summary of changes
20/09/23	1.3	No Changes	

17/10/24	1.4	No Changes	
24/11/25	1.5	Minor Changes	Staff Changes, dates and links

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

Certain components of qualifications offered by Ethos College (non-examination assessments, coursework and portfolios of evidence) are internally assessed (marked) by the subject teacher. A second member of staff then checks the marking against the specification (quality assurance/standardisation). These marks contribute to the final grade of the qualification. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

This procedure confirms Ethos College's compliance with JCQ's *General Regulations for Approved Centres 2025-2026, Section 5.7* that the centre will:

- have in place and make 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

2. Deadlines for the submission of marks to the awarding bodies

Ethos 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.

The Exam Officer will ensure that all staff will be made aware of deadlines for submitting internally assessed work to the relevant awarding bodies.

Ethos College ensures that all centre staff follow a robust *Non-examination assessment policy* (for the management of all non-examination assessments). This policy details all procedures relating to non-examination assessments, 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. Ethos 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/their work, or that the assessor has not properly applied the mark scheme to his/her/their marking, then he/she/they may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

1. Ethos College will ensure that candidates are informed of their centre assessed marks 10 working days before the awarding body deadline for submission of marks. This will enable candidates to request a review of the centre's marking in good time and before marks must be submitted to the awarding body.
2. Ethos College will 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 their work in meeting the published assessment criteria.
3. Ethos College will inform candidates that they may request copies of materials (for example, as a minimum, a copy of their marked assessment material (work), and the mark scheme or assessment criteria plus additional material 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, Ethos College will promptly make them available to the candidate within 3 working days. For some marked assessment materials, such as art work and recordings, these will be shared under supervised conditions.
5. Ethos College will inform candidates that they will not be allowed access to original assessment material unless supervised.
6. Ethos College will provide candidates with sufficient time (3 working days) in order 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. Requests for reviews of marking **must** be made by the candidate in writing within 3 working days of receiving copies of the requested materials. Candidates must complete the **internal appeals form** and submit it to the Exams Officer. Requests made after this deadline will not be accepted.

8. Ethos College will allow 4 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.
9. Ethos College 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.
10. Ethos College will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
11. The candidate will be informed 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 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.

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. This process is outside the control of Ethos College and is not covered by this procedure.

The procedure is informed by the JCQ publications [Instructions for conducting non-examination assessments](#) (6.1), [Reviews of marking \(centre assessed marks\) suggested template for centres](#), and [Notice to Centres -Informing candidates of their centre assessed marks](#)

Internal appeals form	FOR CENTRE USE ONLY	
	Date received	
Please tick box to indicate the nature of your appeal and complete all white boxes on the form below	Reference No.	

- ☐ Appeal against an internal assessment decision and/or request for a review of marking
- ☐ Appeal against the centre's decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal

Name of appellant		Candidate name if different to appellant	
Awarding body		Exam paper code	
Qualification Type Subject		Exam paper title	

Please state the grounds for your appeal 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 this form is being completed 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