Laurelhill Community College

Internal Appeals Procedure 2025/26

November 2025

Key staff involved in the procedure:

Role	Name(s)
Head of centre	Mrs Nicola Stevenson
Senior leader(s)	Mrs Kate McErlean
Exams Officers	Mr Gareth Proctor and Miss Lauren McClean

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Purpose of the procedure

This procedure confirms Laurelhill Community College compliance with JCQ's **General Regulations for Approved Centres** (section 5.3z) that the centre will:

- have in place and available for inspection a written internal appeals procedure which must cover at least appeals regarding internal assessment decisions, post-result services and appeals, and centre decisions relating to access arrangements and special consideration.

This procedure covers appeals relating to:

- Internal assessment decisions (centre assessed marks).
- Centre decisions not to support a clerical re-check, a review of marking, a review of moderation or an appeal.
- Centre decisions relating to access arrangements and special consideration.
- Centre decisions relating to other administrative issues.

Appeals relating to internal assessment decisions (centre assessed marks)

Certain GCSE, GCE and other qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by Laurelhill Community College and internally standardised/moderated. 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.

This procedure confirms Laurelhill Community 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

Please see appendix 1 for details by subject.

Laurelhill Community College is committed to ensuring that whenever staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Laurelhill Community College ensures that all centre staff follow a robust *Non-examination Assessment (Controlled Assessment) Policy* for the management of GCE and GCSE non-examination assessments. This policy details all procedures relating to non-examination assessments for GCE, GCSE and Vocational Qualifications, 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 skill, and who have been trained in this activity. Laurelhill Community College is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher/tutor is 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.

Laurelhill Community 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.

2. inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark in relation to the published assessment criteria. It must be noted that a review will focus solely on how assessment criteria has been applied. The appeal is not to generate a remarking of a candidate's work, it is to appeal the application of the assessment criteria. An appeal will trigger a review of the application of the assessment criteria. A review will not result in students being given assessment feedback or an opportunity to resubmit work and does not focus on the feedback provided by teachers during assessment.

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, under supervision (or for some marked assessment materials, such as art work and recordings, inform the candidate that the originals will be shared under supervised conditions) within 2 working 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 in writing within 3 calendar days of receiving copies of the requested materials – by completing the **internal appeals form**.

8. allow 5 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 for the submission of marks.

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. **A review may result in marks being raised, lowered or remaining the same.** It should be noted that, prior to marks being shared with students, controlled assessment will have undergone either moderation or standardisation within each subject area to ensure that the marking process has been accurately carried out in relation to the application of assessment criteria. The assessor selected to conduct a requested review, may have been part of this original process.

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

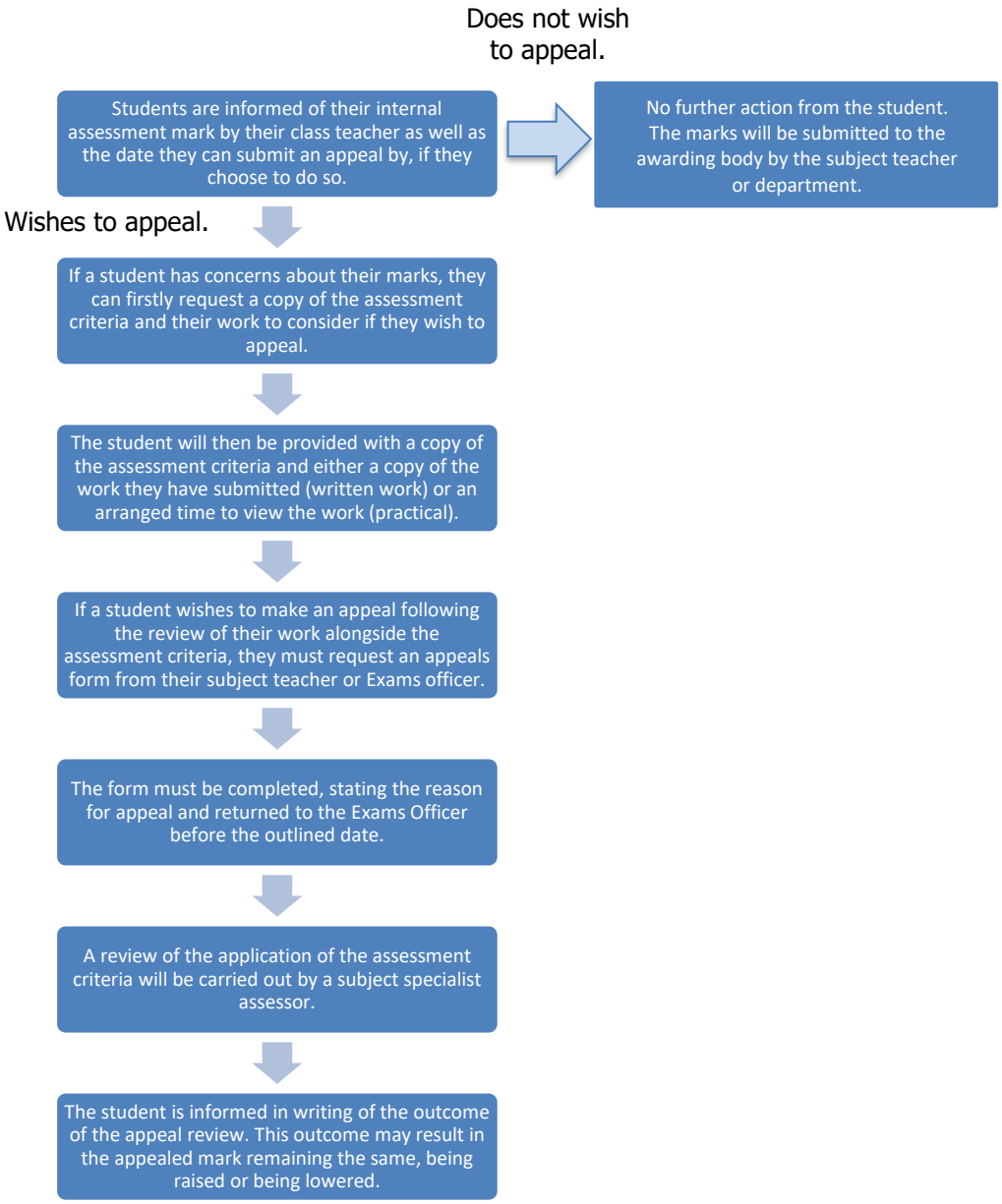
11. inform the candidate in writing of the outcome of the review of the centre's marking.

The outcome of the review of the centre's awarded marks 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 candidate 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.

Summary of Appeal of an Internal Assessment Decision



Appeals relating to centre decisions not to support a clerical re-check, a review of marking, a review of moderation or an appeal

This procedure confirms Laurelhill Community College's compliance with JCQ's **General Regulations for Approved Centres** (section 5.13) that the centre will:

- have available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support an online application for a clerical re-check, a review of marking, a review of moderation or an appeal

Following the issue of results, awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the Exams Officer.

Candidates are also made aware of the arrangements for post-results services immediately after the publication of results so that results may be discussed, and decisions made on the submission of reviews of marking. Candidates are informed before they sit any exams. This information can be found on the college's website.

If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, post-results services may be requested.

The JCQ post-results services currently available are detailed below.

Reviews of Results (RoRs):

- Service 1 (Clerical re-check)
  This is the only service that can be requested for objective tests (multiple choice tests)
- Service 2 (Review of marking)
- Priority Service 2 (Review of marking)
  This service is only available for externally assessed components of GCE A-level specifications (an individual awarding body may also offer this priority service for other qualifications)
- Service 3 (Review of moderation)
  This service is not available to an individual candidate

Access to Scripts (ATS):

- Copies of scripts to support reviews of marking
- Copies of scripts to support teaching and learning

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for a RoR service 1 or 2 (including priority service 2) is submitted to the awarding body. Consent is required to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded. Candidate consent must only be collected after the publication of results.

Following the RoR outcome, an external appeals process is available if the head of centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications **Post-Results Services** and **JCQ Appeals Booklet** (A guide to the awarding bodies' appeals processes) will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the head of centre is satisfied after receiving the RoR outcome, but the candidate (or his/her parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the head of centre. Following this, the head of centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the **JCQ Appeals Booklet**. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The **Internal Appeals Form** should be completed (See Appendix 2) and submitted to the centre within 14 days of the notification of the outcome of the RoRs. Subject to the Head of Centres decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required 30 calendar days of receiving the outcome of the enquiry about results process. Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (The fee structure/tariff is available from the Exams Officer). If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

Appeals regarding centre decisions relating to access arrangements and special consideration

This procedure confirms Laurelhill Community College's compliance with JCQ's **General Regulations for Approved Centres** (section 5.7g) that the centre will:

- have in place and available for inspection a written internal appeals procedure which must cover appeals regarding centre decisions relating to access arrangements and special consideration.

Laurelhill Community College will:

- comply with the principles and regulations governing access arrangements and special consideration as set out in the JCQ publications **Access Arrangements and Reasonable Adjustments** and **A guide to the special consideration process**.
- ensure that all staff who manage and implement access arrangements and special consideration are aware of the requirements and are appropriately supported and resourced.

Access arrangements and reasonable adjustments

In accordance with the regulations, Laurelhill Community College:

- recognises its duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates.
- complies with its responsibilities in identifying, determining and implementing appropriate access arrangements and reasonable adjustments.

Failure to comply with the regulations have the potential to constitute malpractice which may impact on a candidate's result(s).

Examples of failure to comply include:

- putting in place access arrangements/adjustments that are not approved.
- failing to consider putting in place access arrangements (which may be a failure to comply with the duty to make reasonable adjustments)
- permitting access arrangements/adjustments within the centre which are not supported by appropriate evidence.
- charging a fee for providing reasonable adjustments to disabled candidates AARA (Importance of these regulations)

Special consideration

Where Laurelhill Community College has appropriate evidence signed by a member of the senior leadership team to support an application, it will apply for special consideration at the time of the assessment for a candidate who has temporarily experienced illness, injury or some other event outside of their control when the issue or event has had, or is reasonably likely to have had, a material effect on the candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Centre decisions relating to access arrangements, reasonable adjustments and special consideration

This may include Laurelhill Community College's decision not to make/apply for a requested reasonable adjustment or to apply for special consideration, in circumstances where a candidate does not meet the criteria for, or there is no evidence/insufficient evidence to support the implementation of an access arrangement/reasonable adjustment or the application of special consideration.

Where Laurelhill Community College makes a decision in relation to requested access arrangement(s), reasonable adjustment(s) or special consideration that apply for a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied with its responsibilities or followed due procedures, a written request setting out the grounds for appeal should be submitted.
- The **Internal Appeals Form** should be completed (See Appendix A) and submitted to the centre within 14 days of the notification of the outcome of the decision.

To determine the outcome of the appeal, the head of centre will consult the respective JCQ publication to confirm the centre has complied with the principles and regulations governing access arrangements and/or special consideration and followed due procedures.

The appellant will be informed of the outcome of the appeal within 30 calendar days of the appeal being received and logged by the centre.

If the appeal is upheld, Laurelhill Community College will proceed to implement the necessary arrangements/submit the necessary application.

Appeals regarding centre decisions relating to other administrative issues:

Circumstances may arise that cause Laurelhill Community College to make decisions on administrative issues that may affect a candidate's examinations/assessments.

Where Laurelhill Community College makes a decision that affects a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied with the regulations or followed due process, a written request setting out the grounds for appeal should be submitted.
- The **Internal Appeals Form** should be completed (See Appendix A) and submitted to the centre within 14 days of the notification of the outcome of the decision.

The appellant will be informed of the outcome of the appeal within 30 calendar days of the appeal being received and logged by the centre.

Further guidance to inform and implement appeals procedures:

JCQ publications

- General Regulations for Approved Centres
  https://www.jcq.org.uk/exams-office/general-regulations
- Post-Results Services
  https://www.jcq.org.uk/exams-office/post-results-services
- JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)
  https://www.jcq.org.uk/exams-office/appeals
- Notice to Centres – Informing candidates of their centre assessed marks https://www.jcq.org.uk/exams-office/non-examination-assessments
- Suspected Malpractice: Policies and Procedures https://www.jcq.org.uk/exams-office/malpractice/
- Access Arrangements and Reasonable Adjustments https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/
- A guide to the special consideration process https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/

Appendix 1

Qualification: GCSE Business Studies and BACS

Unit details: Unit 3 in Business and Unit 3 in BACS (Controlled assessments)

	Stage	Date **GCSE BUSINESS**	Date **GCSE BACS**
1	Final Deadline for CA/CW/Centre Assessed Work.	16/3/26	16/3/26
2	Dept moderates/standardises the work.	23/3/26	23/3/26
3	Final mark given to students.	25/3/26	25/3/26
4	Deadline for students to request a review of marking.	13/4/26	13/4/26
5	Review of marking within dept.	13/4/26 - 17/4/26	13/4/26 - 17/4/26
6	Student to be informed in writing of the outcome of the review.	17/4/26	17/4/26
7	Marks to be with the exam board.	29/4/26	29/4/26

Qualification: GCSE Drama

Unit details: Component 1 – Devised Performance – Year 11

	Stage	Mrs Scott/Miss McKee	Mrs Heaney
1	Final Deadline for CA/CW/Centre Assessed Work.	21/4/26	29/5/26
2	Dept moderates/standardises the work.	24/4/26	1/6/26
3	Final mark given to students.	28/4/26	5/6/26
4	Deadline for students to request a review of marking.	5/5/26	12/6/26
5	Review of marking within dept.	7/5/26	15/6/26
6	Student to be informed in writing of the outcome of the review.	11/5/26	17/6/26
7	Marks to be with the exam board.	29/4/27	29/4/27

Qualification: GCSE Drama

Unit details: Component 2 – Scripted Performance – Year 12

	Stage	Date
1	Final Deadline for CA/CW/Centre Assessed Work.	3/2/26
2	Dept moderates/standardises the work.	4/2/26
3	Final mark given to students.	5/2/26
4	Deadline for students to request a review of marking.	16/2/26
5	Review of marking within dept.	18/2/26
6	Student to be informed in writing of the outcome of the review.	20/2/26
7	Marks to be with the exam board.	2/3/26

Qualification: GCSE Physical Education

Unit details: Component 3a+b

	Stage	Date
1	Final Deadline for CA/CW/Centre Assessed Work.	16/2/26
2	Dept moderates/standardises the work.	18/2/26 – 20/2/26
3	Final mark given to students.	20/2/26
4	Deadline for students to request a review of marking.	27/2/26
5	Review of marking within dept.	23/2/26 – 25/2/26
6	Student to be informed in writing of the outcome of the review.	3/3/26
7	Marks to be with the exam board.	3/3/26

Qualification: Occupational Studies Environment and Society (Sports Studies)
Unit details: Running a Leisure Event (Year 11)

	Stage	Date
1	Final Deadline for CA/CW/Centre Assessed Work.	20/03/26
2	Dept moderates/standardises the work.	23/03/26 – 27/03/26
3	Final mark given to students.	31/03/26
4	Deadline for students to request a review of marking.	17/04/26
5	Review of marking within dept.	20/04/26 – 24/04/26
6	Student to be informed in writing of the outcome of the review.	27/04/26
7	Marks to be with the exam board.	11/05/26

Qualification: Level 2 Occupational Studies

Unit details: Patisserie and Baking, Contemporary Cuisine, Physical care of babies and The play environment

	Stage	year 11	Year 12
1	Final Deadline for CA/CW/Centre Assessed Work.	3rd March	10th March
2	Dept moderates/standardises the work.	18th March/24th March	18th March/24th March
3	Final mark given to students.	13th April	13th April
4	Deadline for students to request a review of marking.	20th April	20th April
5	Review of marking within dept.	23rd April	23rd April
6	Student to be informed in writing of the outcome of the review.	24th April	24th April
7	Marks to be with the exam board.	11th May	11th May

Qualification: PAL

Unit details: All

	Stage	Date
1	Final Deadline for CA/CW/Centre Assessed Work.	27/3/26
2	Dept moderates/standardises the work.	13/4/26 – 17/4/26
3	Final mark given to students.	17/4/26
4	Deadline for students to request a review of marking.	01/5/26
5	Review of marking within dept.	01/5/26 - 7/5/26
6	Student to be informed in writing of the outcome of the review.	08/5/26
7	Marks to be with the exam board.	19/5/26

Qualification: AS/A2 Health and Social Care

Unit details: AS single unit 1 and 2, AS double unit 4 and 6, A2 single unit 1 and 4, A2 double unit 2 and 5.

	Stage	Date
1	Final Deadline for CA/CW/Centre Assessed Work.	Friday 27h March
2	Dept moderates/standardises the work.	27th March – 20th April (unit moderation throughout)
3	Final mark given to students.	Tuesday 21st April
4	Deadline for students to request a review of marking.	Tuesday 28th April
5	Review of marking within dept.	28th – 30th April
6	Student to be informed in writing of the outcome of the review.	Thursday 30th April
7	Marks to be with the exam board.	Friday 1st May

Qualification: GCSE Technology and Design

Unit details: Unit 3 – Design and Manufacturing Product

	Stage	Date
1	Final Deadline for CA/CW/Centre Assessed Work.	23/3/26
2	Dept moderates/standardises the work.	23/3/26- 31/3/26
3	Final mark given to students.	13/4/26
4	Deadline for students to request a review of marking.	22/4/26
5	Review of marking within dept.	22/4/26- 24/4/26
6	Student to be informed in writing of the outcome of the review.	24/4/26
7	Marks to be with the exam board.	27/4/26

Qualification: King's Trust Level 2

Unit details: All units

	Stage	Date
1	Final Deadline for CA/CW/Centre Assessed Work.	13/3/26
2	Dept moderates/standardises the work.	16/3/26-20/3/26
3	Final mark given to students.	23/3/26
4	Deadline for students to request a review of marking.	13/4/26
5	Review of marking within dept.	14/4/26 – 19/4/26
6	Student to be informed in writing of the outcome of the review.	20/4/26
7	Marks to be with the exam board.	22/4/26

Qualification: GCSE Music

Unit details: Controlled Assessment Unit – Composition

	Stage	Date
1	Final Deadline for CA/CW/Centre Assessed Work.	12th March 2026
2	Dept moderates/standardises the work.	16th March 2026
3	Final mark given to students.	19th March 2026
4	Deadline for students to request a review of marking.	26th March 2026
5	Review of marking within dept.	27th March - 13th April 2026
6	Student to be informed in writing of the outcome of the review.	14th April 2026
7	Marks to be with the exam board.	29th April 2026

Qualification: GCSE English Language, GCSE English Literature and A Level English Literature
Unit details: All Controlled Assessment Units

	Stage	Date
1	Final Deadline for CA/CW/Centre Assessed Work. KS4-5.	20/3/26
2	Dept moderates/standardises the work. KS4-5.	23/3/26 – 27/3/26
3	Final mark given to students. KS4-5.	13/4/26
4	Deadline for students to request a review of marking. KS4-5.	20/4/26
5	Review of marking within dept. KS4-5.	20/4/26
6	Student to be informed in writing of the outcome of the review. KS4-5.	21/4/26
7	Marks to be with the exam board. KS4-5.	30/4/26

Qualification: Art - OCCUPATIONAL STUDIES – DESIGN AND CREATIVITY

Unit details: GRAPHIC & INTERIOR DESIGN

	Stage	Date
1	Final Deadline for CA/CW/Centre Assessed Work.	10TH March
2	Dept moderates/standardises the work.	16TH -20th March
3	Final mark given to students.	13TH April
4	Deadline for students to request a review of marking.	20TH April
5	Review of marking within dept.	23RD April
6	Student to be informed in writing of the outcome of the review.	24TH April
7	Marks to be with the exam board.	11TH May

Qualification: GCSE ART & DESIGN

Unit details: Component 1, Part A & B, Component 2

	Stage	Date
1	Final Deadline for CA/CW/Centre Assessed Work.	23rd March
2	Dept moderates/standardises the work.	23rd – 27th March 13th -15th April
3	Final mark given to students.	16th April
4	Deadline for students to request a review of marking.	28th April
5	Review of marking within dept.	28TH – 29TH April
6	Student to be informed in writing of the outcome of the review.	29TH April
7	Marks to be with the exam board.	30th April

Qualification: A LEVEL ART & DESIGN

Unit details: Unit 1 & Unit 2

	Stage	Date
1	Final Deadline for CA/CW/Centre Assessed Work.	27th April
2	Dept moderates/standardises the work.	27th April - 5th May
3	Final mark given to students.	6th May
4	Deadline for students to request a review of marking.	18th May
5	Review of marking within dept.	18th – 19th May
6	Student to be informed in writing of the outcome of the review.	19th May
7	Marks to be with the exam board.	20th May

Qualification: OCN IT Applications

Unit details: All five units follow same schedule in Summer 2026 series submission

	Stage	Date
1	Final Deadline for CA/CW/Centre Assessed Work.	Fri 27 Mar
2	Dept moderates/standardises the work.	Mon 30 Mar
3	Final mark given to students.	Wed 15 Apr
4	Deadline for students to request a review of marking.	Wed 22 Apr
5	Review of marking within dept.	Thu 23 Apr
6	Student to be informed in writing of the outcome of the review.	Mon 27 Apr
7	Marks to be with the exam board.	Wed 29 Apr

Qualification: GCSE Digital Technology
Unit details: Unit 3

	Stage	Date
1	Final Deadline for CA/CW/Centre Assessed Work.	Mon 30 Mar
2	Dept moderates/standardises the work.	Tue 31 Mar
3	Final mark given to students.	Mon 13 Apr
4	Deadline for students to request a review of marking.	Mon 20 Apr
5	Review of marking within dept.	Fri 24 Apr
6	Student to be informed in writing of the outcome of the review.	Mon 27 Apr
7	Marks to be with the exam board.	Wed 29 Apr

Qualification: GCSE Home Economics: Food and Nutrition

Unit details: Food and Nutrition Controlled Assessment

	Stage	Year 12
1	Final Deadline for CA/CW/Centre Assessed Work.	5th Feb
2	Dept moderates/standardises the work.	16th Feb
3	Final mark given to students.	23rd Feb
4	Deadline for students to request a review of marking.	2nd March
5	Review of marking within dept.	5th March
6	Student to be informed in writing of the outcome of the review.	6th March
7	Marks to be with the exam board.	29th April

Qualification: AS/A2 Health and Social Care

Unit details: AS single unit 1 and 2, AS double unit 4 and 6, A2 single unit 1 and 4, A2 double unit 2 and 5.

	Stage	Date
1	Final Deadline for CA/CW/Centre Assessed Work.	Friday 27h March
2	Dept moderates/standardises the work.	27th March – 20th April (unit moderation throughout)
3	Final mark given to students.	Tuesday 21st April
4	Deadline for students to request a review of marking.	Tuesday 28th April
5	Review of marking within dept.	28th – 30th April
6	Student to be informed in writing of the outcome of the review.	Thursday 30th April
7	Marks to be with the exam board.	Friday 1st May

Qualification: GCSE Health and Social Care

Unit details: GCSE Unit 2

	Stage	Date
1	Final Deadline for CA/CW/Centre Assessed Work.	Wednesday 25h March
2	Dept moderates/standardises the work.	25th March – 17th April (unit moderation throughout)
3	Final mark given to students.	Friday 17th April
4	Deadline for students to request a review of marking.	Friday 24th April
5	Review of marking within dept.	26th – 28th April
6	Student to be informed in writing of the outcome of the review.	Tuesday 28th April
7	Marks to be with the exam board.	Wednesday 29th April

Qualification: Health and Social Care Occupational Studies (Environment and Society)

Unit details: Working in a Care Environment and Reminiscence with Individuals in a Care Environment

	Stage	Date
1	Final Deadline for CA/CW/Centre Assessed Work.	Friday 17th April
2	Dept moderates/standardises the work.	17th April – 28th April
3	Final mark given to students.	Wednesday 29th April
4	Deadline for students to request a review of marking.	6th May
5	Review of marking within dept.	6th- 8th May
6	Student to be informed in writing of the outcome of the review.	Friday 8th May
7	Marks to be with the exam board.	Friday 11th May

Qualification: Occupational Studies Construction

Unit details: VVYFC Year 11 and VVYFA Year 12

	Stage	Date
1	Final Deadline for CA/CW/Centre Assessed Work.	23/3/26
2	Dept moderates/standardises the work.	23/3/26- 14/4/26
3	Final mark given to students.	15/4/26
4	Deadline for students to request a review of marking.	6/5/26
5	Review of marking within dept.	6/5/26- 8/5/26
6	Student to be informed in writing of the outcome of the review.	8/5/26
7	Marks to be with the exam board.	11/5/26

Qualification: GCE Environmental Technology

Unit details: Year 13 – Unit 2 & 14 – Unit 2

	Stage	Date
1	Final Deadline for CA/CW/Centre Assessed Work.	23/3/26
2	Dept moderates/standardises the work.	23/3/26-31/3/26
3	Final mark given to students.	13/4/26
4	Deadline for students to request a review of marking.	22/4/26
5	Review of marking within dept.	22/4/26- 24/4/26
6	Student to be informed in writing of the outcome of the review.	24/4/26
7	Marks to be with the exam board.	29/4/26

Qualification: GCSE Agriculture and Land Use

Unit details: Controlled Assessment Units 1 & 2

	Stage	Date
1	Final Deadline for CA/CW/Centre Assessed Work.	26/3/26
2	Dept moderates/standardises the work.	26/3/26 - 14/4/26
3	Final mark given to students.	14/4/26
4	Deadline for students to request a review of marking.	21/4/26
5	Review of marking within dept.	24/4/26
6	Student to be informed in writing of the outcome of the review.	24/4/26
7	Marks to be with the exam board.	27/4/26

Qualification: OCN Level 2 Applied Science

Unit details: All Units

	Stage	Date
1	Final Deadline for CA/CW/Centre Assessed Work.	26/3/26
2	Dept moderates/standardises the work.	26/3/26 - 14/4/26
3	Final mark given to students.	14/4/26
4	Deadline for students to request a review of marking.	21/4/26
5	Review of marking within dept.	24/4/26
6	Student to be informed in writing of the outcome of the review.	24/4/26
7	Marks to be with the exam board.	27/4/26

Qualification: OCN Level 2 Personal Success and Wellbeing

Unit details: All units

	Stage	Date
1	Final Deadline for CA/CW/Centre Assessed Work.	20/3/26
2	Dept moderates/standardises the work.	23/3/26-31/3/26
3	Final mark given to students.	13/4/26
4	Deadline for students to request a review of marking.	20/4/26
5	Review of marking within dept.	21/4/26 – 24/4/26
6	Student to be informed in writing of the outcome of the review.	24/4/26
7	Marks to be with the exam board.	30/4/26

APPENDIX 2

Internal Appeals form

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

- ☐ 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
- ☐ Appeal against the centre's decision relating to access arrangements and reasonable adjustments or special consideration
- ☐ Appeal against the centre's decision relating to an administrative issue

Name of candidate			
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 and **I understand that marks may be raised, lowered, or remain the same**

If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Candidate 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