



March 2025

Ref:

Dear Students and Parent/Carers

Re: Internal Appeals Procedure Against Internally Assessed Marks

The regulations from the Joint Council for Qualifications (JCQ) require all exam centres to inform candidates what marks they have been awarded for their internal assessments.

Each Exam Centre must inform candidates of their centre assessed marks as a candidate is allowed to request a review of the centre's marking before marks are submitted to the awarding body.

Wellington School have put in place a procedure where candidates can request a review of the mark they have received for their work. Any review must be undertaken before final marks are submitted to the awarding body. Marks must be submitted on or prior to 5 May, 7 May, 15 May or 31 May 2023 (depending on the qualification, subject and Awarding Body). Sufficient time will be given to candidates in order to allow them to review copies of their material and to reach a decision on whether they wish to appeal.

To ensure we continue to meet the deadlines we have put our own 'internal' deadlines in place to allow sufficient time for the review to be carried out, to make any necessary changes to the marks and to inform the candidates of the outcome whilst still taking into account the awarding bodies' deadlines. These deadlines will be made available on our website, along with a copy of the relevant policy. After any reviews have taken place, candidates will be informed, in writing, of the outcome.

The cost, should you wish to request a review is £35. In the first instance the student can see their subject teacher to ask about a review. Both will be able to discuss how/why the mark was given.

After marks have been submitted, the work is then moderated by the awarding body to ensure consistency in marking. JCQ ask that we make it clear to all candidates that any centre assessed marks are subject to change through the moderation process.

If you have any questions regarding the above, please do not hesitate to contact me at school.

Yours faithfully

Mrs D Shields
Exam Officer