



THE LONDON ORATORY SCHOOL

## **PUBLIC EXAMINATIONS Academic Year 2025-2026**

### **INTERNAL ASSESSMENTS APPEALS PROCEDURE for Non-Examination Assessments**

This document sets out the procedure pupils should follow if they wish to appeal against the assessment of non-examination assessments made in school.

The school is committed to ensuring that all internal assessments are carried out by experienced members of staff who have the appropriate knowledge, understanding and skills, and in accordance with the rules and regulations of the specification relating to the qualification. 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 the marking of internal assessment, the consistency of assessment is maintained by an internal moderation for each subject.

The school will inform pupils of their internal assessment marks in sufficient time so that they may request a review of marking, before marks are submitted to the awarding body.

The school will inform pupils that they may request copies of materials to assist them in considering whether to request a review, and these will be made available promptly. Pupils will be given sufficient time to allow them to review materials, in order to reach a decision.

It should be noted that internal assessment marks given to pupils by their teacher are subject to further moderation by the awarding body. The external moderation process may lead to mark adjustments. This process is outside the control of the school, and is not covered by this procedure.

If a pupil believes that non-examination assessment has not been treated fairly, and in accordance with the procedures outlined above, an appeal may be made **in writing to the Headmaster**.

Appeals should be made as soon as possible and no later than the deadlines given below. The letter must state clearly the nature of the complaint, and the reason for the appeal. A copy of the appeal will also be given to the teacher who made the original assessment.

Any review, resulting from an appeal, will be conducted by a member of staff who has the appropriate competence, who was not involved in the original assessment, and who has no

personal interest in the review. The Headmaster will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the school.

There are three possible outcomes for a pupil's mark following a review: the pupil's original mark is unchanged, it is raised, or it is lowered.

The school will allow sufficient time for the review to be carried out, to make any necessary amendments to marks, and to inform the pupil of the outcome, before the awarding body's mark submission deadline. The outcome of the appeal will be communicated to the pupil and their parents in writing. This decision is final.

A written record of the review will be kept, and made available to the awarding body upon their request.

After an internal review, the moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards. The internal review process is in place to ensure consistency of marking within the Centre, whereas moderation by the awarding body ensures that the Centre's marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

#### **Appeal submission deadlines 2025-2026:**

16 October 2025	Level 3 Project EPQ (UVI cohort)
13 March 2026	A Level PE
27 February 2026	GCSE PE
23 April 2026	GCSE English Language- speaking and listening
5 May 2026	GCSE Music
15 July 2025	A Level Geography
29 April 2026	GCSE Design Technology
8 May 2026	A Level History
24 April 2026	A level English Literature
30 April 2026	Cambridge National Creative iMedia R094
8 May 2026	Cambridge National Creative iMedia R097
8 May 2026	A Level Biology Practical Skills Endorsement
8 May 2026	A level Chemistry Practical Skills Endorsement
8 May 2026	A Level Physics Practical Skills Endorsement
6 May 2026	A Level Design Technology
20 May 2026	GCSE Art
8 June 2026	A Level Art
1 May 2026	A Level Computer Science