



The Charter School
North Dulwich

INTERNAL ASSESSMENT
APPEALS POLICY –
REVIEWS OF MARKING, CENTRE-ASSESSED
MARKS
(GCSE and GCSE controlled assessments,
non-examination assessments and
project qualifications)
2026-27

Author(s)	Kate Howard Davies Exams Officer
Approved by	M Pain
Last reviewed on:	October 2026
Next review due by:	October 2027

Contents

1. Appeals against internal assessment decisions (Centre-assessed marks).....	3
2. Policy Aim	3
3. Procedure for Appeals against Centre-assessed marks	3

1. Appeals against internal assessment decisions (Centre-assessed marks)

Certain qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by The Charter School North Dulwich, and internally reviewed/standardised where more than one teacher is involved in the internal assessment of candidates' work.

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. The moderation process carried out by the awarding body 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 line with national standards. The internal assessment marks submitted to the awarding body are subject to change and should therefore be considered provisional.

2. Policy Aim

The purpose of this procedure is to confirm the arrangements at The Charter School North Dulwich for dealing with candidate appeals relating to internal assessment decisions. This procedure ensures compliance with JCQ (Joint Council for Qualifications) regulations which state that Centres must:

- 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.
- allow a candidate to request a review of the Centre's marking after informing them of their Centre-assessed marks and before submitting marks to the awarding body.

3. Procedure for Appeals against Centre-assessed marks

The Charter School North Dulwich 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.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. The Charter School North Dulwich 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 across a sample.

- The Charter School North Dulwich will ensure that candidates are informed of their Centre-assessed marks when a final mark is awarded and decided, allowing sufficient time for a review to be carried out.
- The Charter School North Dulwich will inform candidates that there is a procedure for requesting a review of marking, and they may request copies of materials to assist them in considering whether to request a review of the Centre's marking of the assessment, when the marks are issued.
- The Charter School North Dulwich will, having received a request for copies of materials, make them available to the candidate in a timely manner.
- The Charter School North Dulwich will provide candidates with sufficient time to allow them to review copies of materials and reach a decision.
- The Charter School North Dulwich will provide a clear deadline for candidates to submit a request for a review of the Centre's marking. The deadline will be a minimum of five school days from the candidate receiving their internally-assessed mark. Requests will not be accepted after this deadline. Requests **must** be made in writing, stating clearly that they are requesting a review of marking, and explaining on what grounds they wish to request a review of an internally assessed mark. A review will only focus on the quality of their work in meeting the published assessment criteria, and therefore an appeal will only be accepted if there are valid grounds explained based on this (i.e. the assessment

and marking of work against the exam board's relevant mark scheme).

- The Charter School North Dulwich 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 and the final submission of marks.
- The Charter School North Dulwich 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.
- The Charter School North Dulwich will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the Centre.
- 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 Charter School North Dulwich will inform the candidate in writing of the outcome of the review of the Centre's marking, and the Head of Centre's decision following the review.

If the candidate (or his/her parent/carer) believes there are grounds to appeal against the Centre's decision not to support a review of results, an internal appeal can be submitted to the Centre by completing an internal appeal form at least four working days prior to the internal deadline for submitting a request for a review of results. Please see the Internal Appeals Assessment Policy for further information.

Any internal appeal must be made before the internal deadline for Post Result Service Requests. The appellant will be informed of the outcome of the appeal before the internal deadline for submitting a Review of Results, or within 7 working days, but before the external appeal deadlines set by the exam board.