

2. 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. inform candidates that they may request copies of materials (as a minimum, a copy their 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
4. having received a request for copies of materials, promptly make them available to the candidate (or for some marked assessment materials, such as art work and recordings, inform the candidate that these will be shared under supervised conditions) within 5 school days
5. inform candidates they will not be allowed access to original assessment material unless supervised
6. provide candidates with sufficient time 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. marking. Requests will not be accepted after this deadline. Requests must be made in writing within 7 calendar days of receiving copies of the requested materials by completing the **Examination Appeals Form** on the school website
8. allow 5 school 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 _____ 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 and has no personal interest in the review
10. the centre
- 11.

Following the issue of results, awarding bodies make post-results services available. Candidates are informed of the arrangements for results day including availability of senior members of centre staff on these days, **before** they sit any exams. This information is within the Examination Pack sent home in the Spring Term. Candidates are reminded about this information and provided with additional information related to post-result services in an email from the Head of Exams just before results are issued.

If the centre or a candidate (or their parent/

If the candidate (or their parent/guardian) believes decision not to support a review of results, an internal appeal can be submitted to the centre by completing the Examinations Appeals Form at least 14 calendar days prior to the internal deadline for submitting a request for a review of marking. No appeal will be processed without candidate signature on the Examinations Appeals Form.

The appellant will be informed of the outcome of their appeal before the internal deadline for submitting a review of marking.

Candidates will be notified of the outcome of their review of marking by email, with the relevant

Leadership will also be notified.

Following the review of marking 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

appeals processes) will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the head of centre is satisfied after receiving the review of marking outcome, but the candidate (or their parent/guardian) r