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### Context

All centres are required to allow students to request a review of marking prior to marks being submitted to the examination board for external moderation. The information below is a guide for teachers and Heads of Department (HoDs) on the requirements, processes and timescales for implementing reviews of marking.

### JCQ (2024) requirement state that a centre must:

1. Inform each candidate with an entry for centre assessed work of the mark(s) awarded and advise them that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment<sup>†</sup>.
2. Having received a request for copies of materials, promptly make them available to the candidate.
3. Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
4. Allow sufficient time for the review to be carried out, make any necessary changes to marks and inform the candidate of the outcome, all before the awarding body's submission deadline.
5. 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 outcome of the review<sup>‡</sup>.
6. Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
7. Inform the candidate promptly in writing of the outcome of the review of the centre's marking.

<sup>†</sup>These materials could include a copy of their marked work, the relevant specification and associated subject-specific documents (mark scheme).

<sup>‡</sup>This may be a third party, provided that they meet the conditions defined above.

Further information on JCQ guidance can be found at [Non-Examination Assessments - JCQ Joint Council for Qualifications](#)

## Esher Sixth Form College implementation of JCQ requirements

Group 1 – Subjects with a mark submission deadline of 15 <sup>th</sup> March 2025	Group 1 - Subjects with a mark submission deadline of 15 <sup>th</sup> May 2025	Group 2 - Subjects with a mark submission deadline of 31 <sup>st</sup> May 2025 (Saturday in May Half term)
Physical Education	Computer Science	Fashion
	Drama	Fine Art
	English Language	Graphic Communications
	English Language and Literature	Photography
	English Literature	3D Design
	Extended Project	
	Film Studies	
	GCSE English spoken endorsement	
	Geography	
	History	
	Media Studies	
	Science - Physics practical endorsement	
	Science - Biology practical endorsement	
	Science - Chemistry practical endorsement	

**The College has undertaken the following to ensure that students have the information required to understand about the review of marking process:**

1. The 'Internal Appeals Procedure' includes information about the scope of the review of marking process. This sits within the 'Internal Appeals Procedure'.\*
2. The 'Internal Appeals Procedure' form includes the ability to request a review of marking against the mark given as well as the process itself.\*
3. A document outlining the process by which students work is marked, standardised and moderated has been written so that students understand the process and can make an informed judgment whether to request a review of marking.\*
4. A document explaining the review of marking process has been written so that students understand the conditions and processes for requesting a review of marking as well as outlining their responsibilities.\*
5. All students will have the right to appeal their mark. This is set out in the document outlining processes and timescales.
6. The review of marking process is processed via the Examinations Officer.

The internal appeals procedure and other exam policies are available to students on the College website - [Policies and Procedures – Esher Sixth Form College](#)

### **Departmental and administration requirements to conduct a review of marking:**

1. Subject areas should inform students about the process that staff go through to mark, standardise and moderate their externally assessed work at the start of the coursework process. Students should also be informed about the process of receiving those marks in April and May and where they can go to find out information about how to request a review of marking should they so wish.
2. All students must be notified of their mark(s) in each unit being internally assessed (see timescales below).
3. Departments must ensure that materials to support students in making an informed judgement on whether they should request a review of marking must be on their teams sites before the review of marking window commences. These materials might include assessment criteria, mark schemes and subject specifications. Students might request **a copy** of their paper(s) in order to make a decision whether to request a review. The papers will include teacher annotations and this should be kept in mind when marking student work.
4. The Examinations Officer will write and inform a HoD of the names of students who have requested a review of marking and will send through the form which outlines the student's request. (see timescales below).
5. The HoD must ensure that reviews of marking take place in the time set out in the tables below. Please see your DD if you have any questions about how this might be managed, especially if you are a small department.
6. The HoD must write to the Examinations Officer at [internalappeals@esher.ac.uk](mailto:internalappeals@esher.ac.uk) to inform them of the outcome of each review of marking. This must include the student name, student number, original mark awarded, new mark awarded (even if this is the same mark).
7. The Examinations Officer will email all students who have requested a review of marking to inform them of the outcome of their review before marks are submitted to the examination board.

## Timescales for reviews of marking to be undertaken in 2024-25

Outlined below are the timescales set out to enable the review of marking to be completed before the external examination board deadlines for submitting marks.

### Timescales for Physical Education

Date	Action
<b>Monday 3<sup>th</sup> March (am)</b>	Marks uploaded by staff to the review of marking portal site.
<b>Monday 3<sup>rd</sup> March (pm)</b>	Internal assessed marks released to students.
<b>Tuesday 4<sup>th</sup> March- Thursday 6<sup>th</sup> March</b>	Students can request in writing a review of their mark and pay via the college payment system. The Internal Appeals Procedure form must be completed in full and sent to the Examinations officer at <a href="mailto:internalappeals@esher.ac.uk">internalappeals@esher.ac.uk</a>
<b>Friday 7<sup>th</sup> March</b>	Requests collated by the Examinations officer and sent to HoDs for action.
<b>Monday 10<sup>th</sup> March - Tuesday 11<sup>th</sup> March</b>	Departments carry out reviews of marking.
<b>Wednesday 12<sup>th</sup> March</b>	HoD to inform the Examinations officer of the outcome of all reviews of marking at <a href="mailto:internalappeals@esher.ac.uk">internalappeals@esher.ac.uk</a>
<b>Thursday 13<sup>th</sup> March</b>	Students informed by email of their marks following the review of marking by the Examinations officer.
<b>By Saturday 15<sup>th</sup> March</b>	HoDs to submit marks to the exam board.

### Timescale for Computer Science, English Language, English Literature, History, Geography, Media, Film, Drama, Science practical endorsements, GCSE English practical endorsement and the Extended Project Qualification (EPQ)

Date	Action
<b>By Monday 28<sup>th</sup> April (am)</b>	Marks uploaded by staff to the review of marking portal site.
<b>Tuesday 29<sup>th</sup> April (pm)</b>	Internal assessed marks released to students.
<b>Wednesday 30<sup>th</sup> April and Tuesday 6<sup>th</sup> May</b>	Students can request in writing a review of their mark and pay via the college payment system. The Internal Appeals Procedure form must be completed in full and sent to the Examinations officer at <a href="mailto:internalappeals@esher.ac.uk">internalappeals@esher.ac.uk</a>
<b>Wednesday 7<sup>th</sup> May</b>	Requests collated by the Examinations officer and sent to HoDs or EPQ coordinator for action.
<b>Thursday 8<sup>th</sup> May –Friday 9<sup>th</sup> May</b>	Departments carry out reviews of marking.
<b>Monday 12<sup>th</sup> May</b>	HoDs or EPQ coordinator to inform the Examinations officer of the outcome of all reviews of marking at <a href="mailto:internalappeals@esher.ac.uk">internalappeals@esher.ac.uk</a>
<b>Tuesday 13<sup>th</sup> May</b>	Students informed by email of their marks following the review of marking by the Examinations officer.
<b>By Thursday 15<sup>th</sup> May</b>	HoDs or EPQ coordinator to submit marks to the exam board.

## Timescales for Photography, 3D Design, Graphic Design, Fine Art and Fashion

Date	Action
By Thursday 15 <sup>th</sup> May (am)	Marks uploaded by staff to the review of marking portal site.
15 <sup>th</sup> May (pm)	Internally assessed coursework and exam marks released to students.
Friday 16 <sup>th</sup> -Monday 19 <sup>th</sup> May	Students can request in writing a review of their mark in both <b>coursework and exam units</b> and pay via the college payment system. The Internal Appeals Procedure form must be completed in full and sent to the Examinations Officer at <a href="mailto:internalappeals@esher.ac.uk">internalappeals@esher.ac.uk</a>
Tuesday 20 <sup>th</sup> t May	Requests collated by the Examinations officer and sent to HoDs for action.
Wednesday 21 <sup>st</sup> - Thursday 22 <sup>nd</sup> May	Teachers carry out reviews of marking.
Friday 23 <sup>rd</sup> May (am)	HoD to inform the Examinations Officer of the outcome of all reviews of marking at <a href="mailto:internalappeals@esher.ac.uk">internalappeals@esher.ac.uk</a>
Friday 23 <sup>rd</sup> May (pm)	Students informed by email of their marks following the review of marking by the Examinations Officer.
By Saturday 31 <sup>st</sup> May	HoDs submit marks to the exam board.

## Notes for HoDs on JCQ requirements to support conducting a review of marking

Issue / question	JCQ response
<p>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 outcome of the review.</p>	<p><i>It is acceptable for a teacher, who has been internally standardised, to review the work of a candidate marked by another teacher within the same centre. However, if the candidate's work was part of the centre's internal standardisation process, it would not be possible for the teacher who participated in the internal standardisation process to then review the candidate's work. For small centres (small subjects in our case), the centre may wish to consider standardising another member of staff in another department, in a related subject, in order to undertake reviews of marking. Alternatively, the centre could outsource reviews of marking, for example to a teacher in another College.</i></p>
<p>Should the review be of the mark awarded or of the process leading to the mark being awarded?</p>	<p><i>The review should be of the mark that has been awarded, confirming whether or not the candidate's mark is in line with the standard set for the other candidates at the centre.</i></p>
<p>What materials should the centre make available to candidates so they can decide whether to proceed with a request for a review of an internal assessment?</p>	<p><i>Generally, copies of the marked assessment materials and the mark scheme or assessment criteria should be made available, as a minimum. Additional materials may vary from subject to subject. For some marked assessment materials, such as art work and recordings, it may be more appropriate for them to be shared under supervised conditions.</i></p>
<p>How should the review be conducted?</p>	<p><i>It is important that the reviewer is provided with some materials from the centre's internal standardisation process that took place prior to releasing marks to candidates, as well as the work that is under review.</i></p> <p><i>The reviewer would need to see the candidate's work, the internal assessor's mark sheet and any annotation or comments that demonstrate how/why a certain mark was awarded. These must be considered within the context of the internal standardisation materials provided in order to ensure a consistent approach to other candidates in the centre. Where there was no internal standardisation carried out (because there was only one teacher involved in marking the component), work of other candidates in the cohort must be considered to ensure that judgements can be made on the consistency of standards.</i></p> <p><i>The reviewer must provide a reason for upholding or changing the mark awarded by the centre. This can be a brief annotation on the record form, showing the reviewer's breakdown of marks per Assessment Objective (AO) or section.</i></p>