

Internal Appeals Procedure – NEA and Coursework

2025/26

Purpose of the procedure

This procedure confirms KSHS's compliance with JCQ's **General Regulations for Approved Centres** (sections 5.3z, 5.8) that the centre will:

- have in place for inspection that must be reviewed and updated annually by a member of the senior leadership team and communicated within the centre, an internal appeals procedure which must cover at least appeals regarding internal assessment decisions, access to post-result services and appeals, and centre decisions relating to access arrangements and special consideration
- draw to the attention of candidates and their parents/carers their internal appeals procedure

This procedure covers appeals relating to:

- Internal assessment decisions (centre-assessed marks)
- Centre decisions not to support an application for clerical re-check, a review of marking, a review of moderation or an appeal
- Centre decisions relating to access arrangements and special consideration
- Centre decisions relating to other administrative issues

Appeals relating to internal assessment decisions (centre-assessed marks)

Certain qualifications contain components or units of non-examination assessment, controlled assessment and/or coursework which are internally assessed (marked) by KSHS and internally standardised. 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.

This procedure confirms KSHS's compliance with JCQ's *General Regulations for Approved Centres* (section 5.7) that the centre will:

- have in place for inspection that must be reviewed and updated annually 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
- before submitting marks to the awarding body inform candidates of their centre-assessed marks and allow a candidate to request a review of the centre's marking

Deadlines for the submission of marks (Summer 2026 exam series)

Exam Board	Subject	% of Total	Year Group	Deadline for students to hand in work	Date for Issuing Raw Marks to students
GCSE					
AQA	Physical Education	40%	11	Friday 06 February 2026	Friday 27 February 2026
AQA	Design & Technology Product Design (Textiles)	50%	11	Friday 27 February 2026	Friday 24 April 2026
OCR	Food Preparation and Nutrition	50%	11	Friday 27 February 2026	Friday 24 April 2026
AQA	Drama – Devising	40%	11	Monday 3 November 2025	Thursday 20 November 2025
AQA	English Language Speaking Endorsement	0%	11	Friday 20 March 2026	Raw marks issued when students complete presentations – all before 24/3/26
AQA	Art (Fine Art)	100%	11	Coursework NEA – Tuesday 06 January 2026 ESA – Friday 27 March 2026	Wednesday 04 May 2026
AQA	Art (Graphic Communication)	100%	11	Coursework NEA – Tuesday 06 January 2026 ESA – Tuesday 31 March 2026	Wednesday 04 May 2026
EDUQAS	Music	60%	11	Friday 27 February 2026	29 March 2026
A Level					
AQA	Biology & Chemistry – Practicals	0%	13	Wednesday 25 March 2026	Wednesday 22 April 2026
Edexcel	Physics – Practical	0%	13	Wednesday 26 March 2026	Wednesday 22 April 2026

OCR	Computer Science	20%	13	Thursday 19 March 2026	Thursday 23 April 2026
Edexcel	Geography	20%	13	Monday 09 February 2026	Thursday 12 March 2026
AQA	History	20%	13	Friday 27 February 2026	Monday 20 April 2026
EDUQAS	Art – Fine Art	100%	13	Coursework NEA – Monday 02 February 2026 ESA – Wednesday 22 April 2026	Wednesday 04 May 2026
EDUQAS	Photography	100%	13	Coursework NEA – Monday 02 February 2026 ESA – Monday 27 April 2026	Wednesday 04 May 2026
Edexcel	Drama - Devising	40%	12	Monday 02 June 2026	Friday 19 June 2026
EDUQAS	English Language	20%	13	Monday 02 March 2026	Tuesday 21 April 2026
Edexcel	BTEC Applied Science	42%	13	Monday 30 March 2026	Wednesday 22 April 2026
Edexcel	BTEC Business	42%	13	Monday 30 March 2026	Wednesday 22 April 2026

KSHS 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.

KSHS ensures that all centre staff follow a robust policy regarding the management of non-examination assessments and coursework. This policy details the procedures relating to non-examination assessments for GCE, GCSE, BTEC and Project qualifications, including the marking and quality assurance/internal standardisation processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, who have been trained in this activity and do not have any potential conflicts of interest. If AI has been used to assist in the marking of candidate's work it will not be the sole marker.

KSHS is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their centre-assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of their work, or that the assessor has not properly applied the marking standards to the marking, then the candidate may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

KSHS will:

1. ensure that candidates are informed of their centre-assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
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 work submitted
3. inform candidates that they may request copies of materials (as a minimum, a copy of 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 whether to request a review of the centre's marking of the assessment within 3 calendar days of the issue of raw marks.
4. having received a request for copies of materials, promptly make them available to the candidate within 2 working days. (This will either be the originals viewed under supervised conditions, or copies).
5. inform candidates they will not be allowed access to original assessment material, including artefacts, unless supervised.
6. provide candidates with sufficient time to allow them to review copies of materials and reach a decision.
7. provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing within 3 calendar days of receiving copies of the requested materials by completing and returning the **internal appeals form** and candidates must explain on what grounds they wish to request a review.
8. allow 7 calendar 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 awarding body's deadline 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 for the component in question and has no personal interest in the outcome of the review.
10. instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
11. inform the candidate in writing of the outcome of the review of the centre's marking.

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 awarding body will be informed if the centre does not accept the outcome of a review.

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 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.

Appeals against decisions to reject a candidate's work on the grounds of malpractice

The JCQ [Information for candidates documents](#) (Coursework, Non-examination assessments, Social media) which are distributed to all candidates prior to relevant assessments taking place, inform candidates of the things they must and must not do when they are completing their work.

The JCQ Information for candidates - AI (Artificial Intelligence and assessments) or similar centre document is issued to candidates prior to assessments taking place (and prior to a candidate signing the declaration of authentication which relates to their work).

KSHS ensures that staff delivering/assessing coursework, internal assessments and/or non-examination assessments are aware of centre procedures relating to the authentication of learner work and have robust processes in place for identifying and reporting plagiarism (including AI misuse) and other potential candidate malpractice.

Candidate malpractice offences relating to the content of work (i.e. inappropriate/offensive content, copying/collusion, plagiarism (including AI misuse) and/or false declaration of authentication) which are discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication do not need to be reported to the awarding body but will be dealt with in accordance with the centre's internal procedures.

Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment where the offence does not relate to the content of candidates' work (e.g. possession of unauthorised materials, breach of assessment conditions) or where a candidate has signed the declaration of authentication, must be reported to the awarding body.

If there are doubts about the authenticity of the work of a candidate or irregularities are identified in a candidate's work before the candidate has signed the declaration of authentication/authentication statement (where required) and malpractice is suspected, KSHS will:

- follow the authentication procedures and/or malpractice instructions in the relevant JCQ document (*Instructions for conducting non-examination assessments/Instructions for conducting coursework*) and any supplementary guidance that may be provided by the awarding body. Where this may lead to the decision to **not** accept the candidate's work for assessment or to reject a candidate's coursework on the grounds of malpractice, the affected candidate will be informed of the decision.

If a candidate who is the subject of the decision disagrees with the decision:

- a written request, setting out as clearly and concisely as possible the grounds for the appeal including any further evidence relevant to supporting the appeal, should be submitted
- an **internal appeals form** should be completed and submitted within 3 working days of the decision being made known to the appellant

The appellant will be informed of the outcome of the appeal within 5 working days of the appeal being received and logged by the centre.

This procedure is informed by the JCQ documents [Instructions for conducting non-examination assessments](#) (sections 4.6, 6.1, 9), Instructions for conducting coursework (6, 7, 13.5) [Review of marking \(centre assessed marks\) suggested template for centres](#) and [Notice to Centres - Informing candidates of their centre assessed marks](#) and suspected Malpractice: Policies and Procedures (3.3, 4.5 including reference to Form JCQ/M1)

Internal Appeals form

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Please tick box to indicate the nature of your appeal and complete all white boxes* on the form below

- Appeal against an internal assessment decision and/or request for a review of marking
- Appeal against a decision to reject candidate's work on the grounds of malpractice
- Appeal against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal
- Appeal against the centre's decision relating to access arrangements or special consideration
- Appeal against the centre's decision relating to an administrative issue

*Where the nature of the appeal does not relate directly to an awarding body's specific qualification, indicate N/A in awarding body specific detail boxes

Name of appellant		Candidate name if different to appellant	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below

(If applicable, tick below)

- Where my appeal is against an internal assessment decision I wish to request a review of the centre's marking
If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Appellant signature:

Date of signature:

This form must be signed, dated and returned to the exams officer on behalf of the head of centre to the timescale indicated in the relevant appeals procedure

Further guidance to inform and implement appeals

JCQ publications

- General Regulations for Approved Centres
<https://www.jcq.org.uk/exams-office/general-regulations>
- Post-Results Services
<https://www.jcq.org.uk/exams-office/post-results-services>
- JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)
<https://www.jcq.org.uk/exams-office/appeals>
- Notice to Centres – Informing candidates of their centre assessed marks
<https://www.jcq.org.uk/exams-office/non-examination-assessments>
- Suspected Malpractice: Policies and Procedures <https://www.jcq.org.uk/exams-office/malpractice/>
- Access Arrangements and Reasonable Adjustments <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/>
- A guide to the special consideration process <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/>

Ofqual publications

- GCSE (9 to 1) qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gcse-9-to-1-qualification-level-conditions>
- GCE qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements>