

## Centre Review of Marking procedures and timeframes 2025-2026

|                              |                                                                    |
|------------------------------|--------------------------------------------------------------------|
| <b>Audience</b>              | All stakeholders – staff, students, trustees, parents and visitors |
| <b>Status / review cycle</b> | Annually                                                           |
| <b>Current review</b>        | 01.10.2025                                                         |
| <b>Next review</b>           | 01.10.2026                                                         |
| <b>Review committee</b>      | Curriculum Management                                              |
| <b>Staff lead</b>            | Sagar Patel- Deputy Principal<br>Anna Mawson – Assistant Principal |
| <b>Head of Centre</b>        | Dan Hards – Principal                                              |
| <b>Exam Officer</b>          | Sara Sweeney                                                       |

### 1. 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. This policy sets out the procedures and the timeframes for this process. Further information can be found in the internal appeals procedure.

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

### Esher Sixth Form College implementation of JCQ requirements

| <b>Group 1 – Subjects with a mark submission deadline of 14<sup>th</sup> March 2026</b> | <b>Group 1 - Subjects with a mark submission deadline of 14<sup>th</sup> May 2026</b> | <b>Group 2 - Subjects with a mark submission deadline of 30<sup>th</sup> May 2026 (Saturday in May Half term)</b> |
|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| 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                                             |                                                                                                                   |

## **Procedures**

### **Prior to the mark being published**

1. Prior to the mark being published subject areas will 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.
2. Students and parents will be informed by the College 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.
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 available to students before the review of marking window commences. These materials might include assessment criteria, mark schemes and subject specifications.

### **Mark is published**

4. Candidates are informed in writing of their centre-assessed marks before these are submitted to the awarding body, to allow them to request a review of marking.

### **After the mark is published**

5. Candidates may request access to copies of materials (their marked work, mark scheme, or relevant assessment criteria) to help them decide whether to request a review. On receipt of such a request, the College will provide either supervised access to originals or copies, made available promptly.
6. Candidates will normally be given at least five working days to review materials and reach a decision.
7. Candidates wishing to request a review of marking must do so in writing by the published internal deadline. Requests submitted after the deadline cannot be accepted.
8. Requests must clearly explain the grounds for review, i.e. why the candidate believes the awarding body's mark scheme has not been applied correctly.
9. A payment is required at the time the request is submitted. The fee will be refunded if the review results in a change to the candidate's mark.
10. 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. (timescales can be found in the centre review of marking policy).
11. Reviews will be carried out by an assessor who has appropriate competence in the subject, has had no previous involvement in the assessment of that candidate for the component in question, and has no personal interest in the outcome.
12. The reviewer will ensure that the candidate's work is marked in line with the awarding body's criteria and that the outcome is consistent with the College standard.

13. The HoD must ensure that reviews of marking take place in the time set out in the timeframes in the centre review of marking procedures and timeframes .
14. 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).
15. 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.
16. A written record of all reviews will be retained by the College, shared with the Head of Centre, and made available to the awarding body upon request. If the College does not accept the outcome of a review, the awarding body will be informed.

### 1. Timescales for reviews of marking to be undertaken in 2025-26

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 2<sup>nd</sup> March</b>                                 | Marks uploaded centrally by staff.                                                                                                                                                                                                                                                |
| <b>Monday 2<sup>nd</sup> March</b>                                 | Internal assessed marks released to students.                                                                                                                                                                                                                                     |
| <b>Monday 2<sup>nd</sup> March – Friday 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>Monday 9<sup>th</sup> March</b>                                 | Requests collated by the Examinations officer and sent to HoDs for action.                                                                                                                                                                                                        |
| <b>Monday 9<sup>th</sup> March - Tuesday 10<sup>th</sup> March</b> | Departments carry out reviews of marking.                                                                                                                                                                                                                                         |
| <b>Wednesday 11<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 12<sup>th</sup> March</b>                              | Students informed by email of their marks following the review of marking by the Examinations officer.                                                                                                                                                                            |
| <b>By Saturday 14<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 Friday 24<sup>th</sup> April</b>                            | Marks uploaded by staff to the review of marking portal site.                                                                                                                                                                                                                     |
| <b>Monday 27<sup>th</sup> April</b>                               | Internal assessed marks released to students.                                                                                                                                                                                                                                     |
| <b>Monday 27<sup>th</sup> April – Friday 1<sup>st</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>Tuesday 5<sup>th</sup> May</b>                                 | Requests collated by the Examinations officer and sent to HoDs or EPQ coordinator for action.                                                                                                                                                                                     |
| <b>Wednesday 6<sup>th</sup> May – Thursday 7<sup>th</sup> May</b> | Departments carry out reviews of marking.                                                                                                                                                                                                                                         |
| <b>Friday 8<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>Monday 11<sup>th</sup> May</b>                                 | Students informed by email of their marks following the review of marking by the Examinations officer.                                                                                                                                                                            |
| <b>By Thursday 14<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                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>By Tuesday 12<sup>th</sup> May</b>                              | Marks uploaded by staff to the review of marking portal site.                                                                                                                                                                                                                                                              |
| <b>Wednesday 13<sup>th</sup> May</b>                               | Internally assessed coursework and exam marks released to students.                                                                                                                                                                                                                                                        |
| <b>Wednesday 13<sup>th</sup> May - Tuesday 19<sup>th</sup> May</b> | 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> |
| <b>Tuesday 19<sup>th</sup> May</b>                                 | Requests collated by the Examinations officer and sent to HoDs for action.                                                                                                                                                                                                                                                 |
| <b>Wednesday 20<sup>th</sup> - Thursday 21<sup>st</sup> May</b>    | Teachers carry out reviews of marking.                                                                                                                                                                                                                                                                                     |
| <b>Friday 22<sup>nd</sup> May (am)</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>Monday 25<sup>th</sup> May</b>                                  | Students informed by email of their marks following the review of marking by the Examinations Officer.                                                                                                                                                                                                                     |
| <b>By Saturday 30<sup>th</sup> May</b>                             | HoDs submit marks to the exam board.                                                                                                                                                                                                                                                                                       |

## **Appendix A – Email sent to parents/carers and students informing them of the process and dates**

Dear Students, Parents and Carers,

Non-Examination Assessments (NEA) and Coursework

Students completing an NEA in their A Level (or coursework in other qualifications) will be informed of their centre-assessed mark(s) this year before marks are submitted to the awarding body.

Esher Sixth Form College is committed to ensuring that students' work is marked fairly, consistently, and in accordance with the awarding body's specification. Staff work carefully to award the highest mark that can be justified against the assessment criteria, and all marking is subject to internal standardisation and moderation.

Please note that these marks are not final, as they remain subject to external moderation and awarding body grade boundaries set later in the year.

Students have a right to request a review of marking. The full details, including deadlines, are published in the College's Centre Review of Marking Procedures and Timeframes and the Internal Appeals Policy, which can be found on the Exams page of the College website.

Best wishes,

## **Appendix B – Email to students informing them of the marks**

Dear student,

Below is the mark(s) for your internally assessed work (coursework and examined pieces) in [subject]:

### **Table**

Esher Sixth Form College is committed to ensuring that students' work is marked fairly, consistently, and in accordance with the awarding body's specification. Staff work carefully to award the highest mark that can be justified against the assessment criteria, and all marking is subject to internal standardisation and moderation.

This is not a guarantee of the final mark, as all centre-assessed marks are subject to external moderation by the awarding body, which is outside the control of the College. Grade boundaries are determined by the awarding body at a later stage and may vary from year to year.

In line with JCQ requirements, candidates may request a review of the College's marking before marks are submitted to the awarding body. Please refer to the College's Internal Appeals Policy for full details.

If you wish to request a review of marking, you must complete the Internal Appeals Form and send to [internalappeals@esher.ac.uk](mailto:internalappeals@esher.ac.uk). Deadlines for submission of requests are published in the College's Centre Review of Marking Procedures and Timeframes. Both of which can be found on the College website - [Policies and Procedures – Esher Sixth Form College](#)

There is a charge of £40 for this service, payable via the College Database. The fee will be refunded if a subsequent review results in a change to your mark.

Please note:

- Any review or moderation process may result in your mark being increased, decreased, or remaining the same.
- It is not possible to request a review of marking of Non-Examination Assessments (NEAs) through the post-results service after A level results have been published