



CONTROLLED ASSESSMENT AND COURSEWORK APPEALS 2025-2026

The following policy replaces the [Internal Assessment Appeals Policy](#).

The Wallace High School 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, who have been trained in this activity and do not have any potential conflicts of interest.

The Wallace High School 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/tutor is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. The school will ensure that candidates are informed of their centre-assessed marks so that they may request a review of the centre's marking before final marks are submitted to the awarding body.
2. Teachers will inform candidates 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.
3. Teachers will, having received a request for materials, promptly make them available to the candidate. This will either be the originals, viewed under supervised conditions, or copies. ○
4. Teachers will provide candidates with sufficient time, normally at least five working days, to allow them to review copies of materials and reach a decision.
5. The Wallace High School will 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 and candidates **must** explain on what grounds they wish to request a review. ●
6. The Wallace High School 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 for the submission of marks.

7. The Wallace High School will 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.
8. The Wallace High School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The Wallace High School will inform the candidate in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request. The centre will inform the awarding body if it 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.

Part B

AS & A2 Level Art

● Results to Pupils	6th May
○ Materials Request Deadline	8th May
● Review Deadline	15th May
Results to Exam Body	20th May

GCSE Motor Vehicle Studies

● Results to Pupils	22nd April
○ Materials Request Deadline	24th April
● Review Deadline	4th May
Results to Exam Body	7th May

AS & A2 Level Health & Social Care, Music and Technology

● Results to Pupils	17th April
○ Materials Request Deadline	21st April
● Review Deadline	28th April
Results to Exam Body	1st May

AS & A2 Physical Education

● Results to Pupils	18th February
○ Materials Request Deadline	20 th February
● Review Deadline	27 th February
Results to Exam Body	6 th March

All Other Subjects

● Results to Pupils	15th April
○ Materials Request Deadline	17th April
● Review Deadline	24th April
Results to Exam Body	29th April



Coursework / Controlled Assessment Appeals Form

Name		Subject	
Unit		Date	

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Appeal detail:

Parent/Guardian Name

Signature

Date

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For Internal use only

- ☐ Appeal Upheld
- ☐ All processes and procedures completed correctly (Appeal denied).

Summary of outcome:

Reviewer

Head of Centre

Date