



CONTROLLED ASSESSMENT & COURSEWORK APPEALS POLICY 2026-2027

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

GCSE Physical Education

 Results to Pupils	16th February
 Materials Request Deadline	17th February
 Review Deadline	24th February
Results to Exam Body	2nd March

GCSE English Speaking and Listening

 Results to Pupils	3rd February
 Materials Request Deadline	4th February
 Review Deadline	15th February
Results to Exam Body	25th February

GCSE Drama Unit 2

 Results to Pupils	5th February
 Materials Request Deadline	15th February
 Review Deadline	24 February
Results to Exam Body	1 March

AS & A2 Physical Education

 Results to Pupils	20th Aril
 Materials Request Deadline	21st April
 Review Deadline	29th April
Results to Exam Body	5th May

AS & A2 Level Art

 Results to Pupils	6th May
 Materials Request Deadline	7th May
 Review Deadline	14th May
Results to Exam Body	19th May

GCSE Motor Vehicle Studies

 Results to Pupils	22nd April
 Materials Request Deadline	23rd April
 Review Deadline	30th April
Results to Exam Body	6th May

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

 Results to Pupils	19th April
 Materials Request Deadline	20th April
 Review Deadline	27th April
Results to Exam Body	30th April

All Other Subjects

 Results to Pupils	14th April
 Materials Request Deadline	16th April
 Review Deadline	23rd April
Results to Exam Body	28th April