

# Queen Elizabeth's Girls' School

## Non-Examined Assessments

### Appeals Process

### 2025 to 2026

Certain components of GCSE and GCE (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments) and other qualifications that contribute to the final grade of the qualification are internally assessed (marked) by the centre. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Queen Elizabeth's Girls' School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

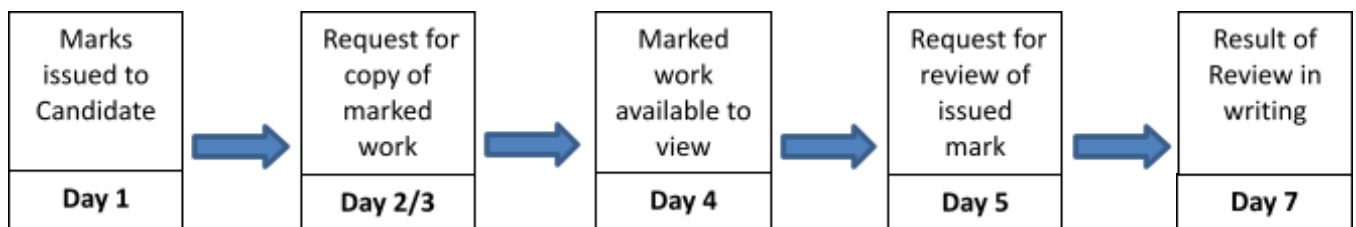
#### Deadlines for the submission of marks to Awarding Body

Date	Qualification	Final date for submission of coursework marks
15/12/2025	BTEC (Yr 11)	Health and Social Care (December/January Series)
15/05/2026	BTEC (Yr 10)	Health and Social Care (May/June Series)
Mid Feb to 15/05/2026	GCE / GCSE	Physical Education (Dependant on moderation date assigned by the awarding body)
05/05/2026	GCSE	Technology
07/05/2026	GCSE	English Language / Food Preparation and Nutrition
15/05/2026	GCE	Biology / Chemistry / English Literature / English LangLit / Extended Project / Geography / History / Media Studies / Physics / Product Design / Textiles
15/05/2026	GCSE	Art / Drama / Media Studies / Music
31/05/2026	GCE	Art

- ▶ All candidates are informed of their centre assessed mark prior to submission to the awarding body.
  - Please note that this is the **only** opportunity to request an appeal of a centre assessed mark. Post Result services available after the publication of results do not apply to centre assessed marks, only to written papers on the examination timetable.
  
- ▶ All specifications are available on the Queen Elizabeth's Girls' School website. Candidates are expected to look through the specification and mark schemes before making the decision to proceed with an appeal. Candidates must have a valid reason to request an appeal.
  
- ▶ Centre assessed marks are submitted to the awarding body prior to the deadlines on page 1 of this document.
  - Subject grades are not confirmed until after the publication of results. Only the centre marks are submitted to the awarding body.
  - This also applies to those subjects (Art) that are entirely centre assessed.
  - Grade boundaries change each year and should not be used to estimate a grade for a centre assessment mark.
  
- ▶ Awarding bodies will moderate centre assessed work, after submission to the awarding body, prior to publication of results.
  - **Please note that the moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal appeal.** The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.
  
- ▶ A detailed timeline of the appeals process is included on the next page.

## Timeline for Appeal

- ▶ Day 1 - Candidates to receive marks for non-examined assessments.
- ▶ Day 2/3 - If a candidate has a concern they can request a copy of their marked work or other subject specific information by emailing [examinations@qegschool.org.uk](mailto:examinations@qegschool.org.uk). This must be received within 2 school days of receiving their mark (i.e. by Day 3).
- ▶ Day 4 - Queen Elizabeth's Girls' School will, having received a request for copies of materials, promptly make them available to the candidate within 1 school day. All materials will be made available to the student on the school site, under examination conditions.
- ▶ Day 5 - Requests for a review of marking must be made within 1 school day of viewing the requested materials. A payment of £25 should be made, via Wisepay. Candidates must email [examinations@qegschool.org.uk](mailto:examinations@qegschool.org.uk) detailing the reason for the appeal of their centre assessed work. The payment and email must be received by the deadline stated above. The review will be conducted on the school site under examination conditions.
- ▶ Day 7 - Candidates will receive the outcome of the review, in writing, within 2 school days of the request being received.
- ▶ Queen Elizabeth's Girls' School will 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 review. The assessor may be an internal member of staff or a suitably qualified external individual.
- ▶ The outcome of the review 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.



**Please note that the moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal appeal.** The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.