

Review requests procedures for centre-assessed marks

- This process happens prior to the candidate's marks being submitted to the awarding body.
- Communication of the marks and any potential outcome will be made to the candidate in writing.
- It is important that candidates look at the deadlines on the next page to ensure that they submit any request / query on time.

Please check the timings of each stage carefully

Day 1

- Centre-assessed mark issued by staff in writing.

Days

2-4

- Candidate considers whether they wish to dispute mark and request assessed materials.
- Candidate informs the member of staff who issued the original letter with the mark (3 calendar days maximum).

Days

5-7

- In response staff gather all relevant evidence and share it with the candidate – any original assessed materials will need to be accessed under supervision (3 working days).

Days

8-12

- Candidate assesses information shared and decides to formally appeal marks – internal appeal. This needs to be done in writing using this [form](#) (within 5 calendar days maximum of receiving evidence / materials).

Days

13-15

- The appeal process and review of marks will be conducted within 3 working days. If external subject specialists need to be called on and the process is longer as the result, the candidate will be notified of this.

Day 15

- Outcome of review is issued to the candidate in writing.