



# **BALLYMENA ACADEMY**

**EST. 1828**

## **Appeals Procedure: Review of Marking for Centre Assessed Marks**

Policy ratified by Board of Governors: November 2025  
Date of next Review: November 2026

Ballymena Academy is committed to ensuring that whenever its staff mark candidates' Non-Examination Assessment or other 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, and who have been trained in this activity and do not have any potential conflicts of interest. Ballymena Academy 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. If AI tools have been used to assist in the marking of a candidate's work, they will not be the sole marker.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of the Review of Marking procedure.

**Candidates should note that marks subject to a Review of Marking could remain the same, increase or decrease.**

Requests for a Review of Marking **must** be made in accordance with school procedures - see below.

Candidates are informed of their centre assessed marks at least two weeks prior to the marks being submitted for moderation, noting that marks are provisional until submitted to the awarding body for external moderation and verification.

Where the candidate wishes to query a mark awarded, he/she should, in the first instance, seek clarification from his/her teacher in order to try to resolve the matter informally. At this stage, candidates may be provided with copies of relevant materials on request. Generally, this will include a copy of marked assessment materials and the mark schemes for the relevant unit. For some subjects with practical assessment materials, it will be more appropriate to share these under supervised conditions. Candidates must not be allowed access to original assessment material, including artefacts, unless supervised. Original assessment materials must not be given out. This request should be made within two working days of the indicative marks being issued.

Should the candidate then decide to request a review of marking he/she should do so within five working days of receiving copies of relevant material using the proforma "Request for Review of Marking", and no later than 15<sup>th</sup> April 2026 to ensure that marks can be submitted in accordance with the exam board deadlines.

The final deadlines for the following subjects are as follows:

Agriculture BTEC - 8<sup>th</sup> May 2026

Art & Design AS&A2 - 6<sup>th</sup> May 2026

Business CTEC - 22<sup>nd</sup> May 2026

Construction BTEC - 8<sup>th</sup> May 2026

Engineering BTEC – 8<sup>th</sup> May 2026

Media Studies GCSE – 21<sup>st</sup> April 2026

Media Studies AS&A2 – 1<sup>st</sup> May 2026

Physical Education GCSE & A Level – 17<sup>th</sup> February 2026

Technology GCSE – 13<sup>th</sup> April 2026

The Review of Marking proforma should be submitted to the member of the Senior Leadership Team (SLT) with responsibility for Assessment, Recording and Reporting. Candidates will need to explain on what grounds they wish to request a review of an internally assessed mark.

The member of SLT with responsibility for Assessment, Recording and Reporting will consider the request in consultation with the Vice-Principal (Curriculum) and decide if the request is reasonable.

If a review proceeds, it will normally be conducted by an assessor, within the centre, who has appropriate competence, and has had no previous involvement in the assessment of the candidate for the component in question and has no personal interest in the outcome of the review. This responsibility will normally be assigned to the Head of Department (HoD). In a situation where the candidate's teacher is the Head of Department, the review of marking will be carried out by another member of the department or other appropriately experienced party. This could be a teacher from within the centre or a teacher from another centre.

The review will be conducted in line with JCQ regulations.

The reviewer will be asked to ensure that: -

- The candidate's mark is consistent with the standard set by the centre.
- An adjustment is made, if the mark awarded by the teacher is out of tolerance with the standards agreed during internal standardisation processes.
- The outcome of the review is made known to the SLT member with responsibility for Assessment, Recording and Reporting who will inform, the candidate, the Head of Department, the Vice-Principal (Curriculum), the Head of Centre and the Examinations Officer about the outcome of the review, using the school's 'Review of Marking' proforma.
- The Centre must inform the awarding body if it does not accept the outcome of a review.
- A written record of the review will be kept and made available to the awarding body upon request.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between Centres. The external moderation process may lead to mark changes. This process is outside the control of Ballymena Academy and is not covered by this procedure.

## Request for Review of Marking

Candidate Name		Year	
Subject		Level	
Unit		Teacher	
Title of Assignment			
Please use this space to explain on what grounds you wish to request a review of marks			
Signed		Date	
Outcome:                      Change / Unchanged                      Revised mark:  Date:			

Post review a copy of this document should be forwarded to:

- Candidate;
- Teacher and relevant HoD;
- Examinations Officer;
- SLT member with responsibility for Assessment, Recording, and Reporting
- Vice-Principal (Curriculum)