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Regulation

# Project Qualification Level Conditions and Requirements

Updated 22 April 2022

**Applies to England**

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## Introduction

### About this document

This document is part of a suite of documents which sets out our regulatory requirements for awarding organisations offering project qualifications.

## Requirements set out in this document

This document sets out the Project Qualification Level Conditions. These conditions will come into effect at 9:30am on Friday 22 April 2022 for all project qualifications.

It also sets out our:

- content and assessment requirements for project qualifications – awarding organisations must comply with these criteria under Condition Project1.1,
- standard setting requirements for project qualifications – awarding organisations must comply with these requirements under Condition Project 3.1, and
- requirements in relation to specifying deadlines for requesting reviews of marking, reviews of Moderation and appeals – awarding organisations must comply with these requirements under Conditions Project8.3(b), Project11.3(b) and Project12.4(b).

With respect to all project qualifications, awarding organisations must also comply with:

- our [General Conditions of Recognition](#), which apply to all awarding organisations and qualifications, and
- all [relevant Regulatory Documents](#).

## Revisions to this document

We have revised this document since it was originally published (see Appendix 1 for details), most recently in April 2022.

The April 2022 version of this document replaces all previous versions of Project Qualification Level Conditions and Requirements with effect from 4pm on 22 April 2022.

# Qualification Level Conditions

## Project Qualification Level Conditions

### **Condition Project1 Compliance with content and assessment requirements Project1.1**

1.1 In respect of each project qualification which it makes available, an awarding organisation must comply with any requirements, and have regard to any guidance, in relation to content and assessment which may be published by Ofqual and revised from time to time.

### **Condition Project2 Titling Project2.1**

2.1 An awarding organisation must ensure that the title on the Register of each project qualification which it makes available includes one of the following descriptions, as appropriate –

- (a) for level 1 qualifications, Foundation,
- (b) for level 2 qualifications, Higher, or

(c) for level 3 qualifications, Extended.

### **Condition Project3 Standard setting**

#### **Project3.1**

3.1 In respect of each project qualification which it makes available, an awarding organisation must comply with any requirements, and have regard to any guidance, which may be published by Ofqual and revised from time to time in relation to –

(a) the promotion of consistency between the measurement of Learners' levels of attainment in that qualification and similar qualifications made available by other awarding organisations, and

(b) the setting of specified levels of attainment.

#### **Project3.2**

3.2 In setting the specified levels of attainment for a project qualification which it makes available, an awarding organisation must have regard to an appropriate range of qualitative and quantitative evidence.

#### **Project3.3**

3.3 In respect of each project qualification which it makes available, the range of evidence to which an awarding organisation has regard for the purposes of Condition Project3.2 will only be appropriate if it includes evidence of –

(a) the Level of Demand of the assessments for that qualification,

(b) the level of attainment demonstrated in those assessments by an appropriately representative sample of Learners taking that qualification,

(c) the level of attainment demonstrated by Learners taking that qualification in a –

(i) prior assessment (which was not for that qualification), whether or not that assessment was for a regulated qualification, or

(ii) prior qualification, whether or not that qualification was a regulated qualification, and

(d) the level of attainment demonstrated by Learners who have previously been awarded the qualification.

#### **Project3.4**

3.4 An awarding organisation must maintain a record of –

(a) the evidence to which it has had regard in setting the specified levels of attainment for each project qualification which it makes available, and

(b) its rationale for the selection of and weight given to that evidence.

### **Condition Project4 Marking arrangements**

#### **Project4.1**

4.1 In respect of each project qualification which it makes available, an awarding organisation must ensure that the arrangements which are in place in accordance with General Condition H1.1 provide that, in respect of an assessment other than an assessment marked by a Centre –

(a) all marking will be carried out by Assessors who have appropriate competence and who have no personal interest in the outcome of the marking,

(b) prior to carrying out any marking, each Assessor shall be provided with training,

(c) the awarding organisation shall monitor whether or not the criteria against which the Learners' performance is differentiated are being understood and applied accurately and consistently by Assessors,

(d) where the awarding organisation learns, through its monitoring or otherwise, that an Assessor is failing to accurately or consistently apply those criteria, it shall take all reasonable steps to –

(i) correct, or where it cannot be corrected, mitigate as far as possible the effect

of the failure, and

(ii) ensure that the failure does not recur,

#### **Project4.2**

4.2 Where an assessment is marked by a Centre, an awarding organisation must ensure that those arrangements provide for training to be made available to that Centre prior to that marking.

#### **Project4.3**

4.3 In respect of each project qualification which it makes available, an awarding organisation must ensure that the monitoring which is carried out in accordance with General Condition C1.1(b) includes monitoring of whether or not Assessors are marking in a manner which is compliant with the awarding organisation's Conditions of Recognition.

### **Condition Project5 Moderation arrangements**

#### **Project5.1**

5.1 In respect of each project qualification involving Moderation which it makes available, an awarding organisation must ensure that the arrangements which are in place in accordance with General Condition H2.1 provide that –

(a) all Moderation will be carried out by persons who have appropriate competence and who have no personal interest in the outcome of the Moderation,

(b) a person who was previously involved in a Centre's marking of an assessment must not be involved in Moderation in respect of that marking,

(c) prior to carrying out any Moderation, each person tasked with carrying out such Moderation shall be provided with training,

(d) prior to carrying out any Moderation, a person tasked with carrying out such Moderation shall be provided with a copy of –

(i) any evidence generated by Learners which is to be considered for the purpose of Moderation or, where such evidence is not held or cannot readily be copied, a representation of the evidence in another form,

(ii) the record of the awarding of marks made by Assessors when that evidence was marked,

(iii) any comments which Assessors recorded during the marking of that evidence, and

(iv) the criteria against which Learners' performance is differentiated,

(e) the awarding organisation shall monitor whether or not the persons who are carrying out Moderation are –

(i) doing so in a manner which is compliant with General Condition H2, and

(ii) making determinations which are consistent over time and consistent with determinations made by each other,

(f) where the awarding organisation learns, through its monitoring or otherwise, that Moderation has not been carried out in a manner which is compliant with General Condition H2, or has been carried out inconsistently, it shall take all reasonable steps to –

(i) correct, or where it cannot be corrected, mitigate as far as possible the effect of the failure, and

(ii) ensure that the failure does not recur,

#### **Project5.2**

5.2 In respect of each project qualification involving Moderation which it makes available, an awarding organisation must ensure that the monitoring which is carried out in accordance with General Condition C1.1(b) includes monitoring of whether or not persons carrying out Moderation are doing so in a manner which is compliant with the awarding organisation's Conditions of Recognition.

## **Condition Project6 Review of marking of Centre-marked assessments**

### **Project6.1**

6.1 In respect of each project qualification which it makes available or proposes to make available where an assessment is marked by a Centre, an awarding organisation must –

(a) ensure that the agreement which is required to be in place between it and the Centre in accordance with General Condition C2.2 includes the provisions required by this condition, and

(b) take all reasonable steps to ensure that the Centre complies with those provisions.

### **Project6.2**

6.2 For the purposes of this condition, the agreement must include provisions which require the Centre to –

(a) establish, maintain and comply with arrangements for any Learner to request a review of the Centre's marking of an assessment in respect of that Learner and for such a review to be carried out,

(b) issue to each Learner the results for each assessment taken by that Learner which has been marked by the Centre, so as to allow a reasonable time period for the Learner to consider whether to request a review of the Centre's marking of that assessment,

(c) inform Learners 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,

(d) on such a request from a Learner, promptly make available to the Learner copies of any materials which the Learner may reasonably require to consider whether to request a review of the Centre's marking of the assessment,

(e) ensure that the arrangements in place for the review of the Centre's marking provide that all such reviews will be carried out by Assessors who have appropriate competence and who have no personal interest in the outcome of the review being carried out,

(f) ensure that an Assessor who was previously involved in the Centre's marking of an assessment in respect of a Learner is not involved in a review of marking in respect of that assessment,

(g) ensure that the arrangements in place for the review of the Centre's marking of an assessment require the Assessor carrying out the review to consider the Centre's marking of that assessment together with its marking of the same assessment as taken by other Learners in the same assessment series and to notify the Centre where either –

(iii) the marking of the assessment under review is inconsistent with the Centre's marking of those other assessments, or

(iv) its marking is inconsistent across all of the assessments considered

(h) where it has been notified of an inconsistency under Condition Project6.2(g) –

(i) correct the effect of that inconsistency where it agrees that it exists, or

(ii) where it does not agree that the inconsistency exists, at the same time that it provides marks for the assessment to the awarding organisation for Moderation, notify the awarding organisation of the Assessor's finding and the reasons why the Centre does not agree with it,

(i) ensure that the arrangements in place for the review of the Centre's marking of an assessment require the Learner to be notified promptly of the outcome of the review, of the reasons for the outcome which has been determined and of any change in mark,

(j) ensure that the arrangements in place for the Learner to request a review of the Centre's marking of an assessment require any such review to be completed so as to meet the awarding organisation's requirements in relation to the time by which marks for the assessment and materials in respect of the assessment must be

provided to it to enable it to undertake Moderation, and

(k) notify Learners and the awarding organisation of how they may obtain a statement of the arrangements in place for the Learner to request a review of the Centre's marking and provide such a statement promptly when requested.

### **Project6.3**

6.3 In respect of each project qualification which it makes available or proposes to make available where an assessment is marked by a Centre, an awarding organisation must notify Centres (sufficiently far in advance to satisfy their reasonable planning requirements) of its requirements in relation to the time by which marks for the assessment and materials in respect of the assessment must be provided to it to enable it to undertake Moderation.

### **Application**

#### **Project6.4**

6.4 Conditions Project6.2(b) to Project6.2(i) and Condition Project6.3 shall not apply to an awarding organisation until 12.00am on 1 September 2017.

### **Condition Project7 Notification of Moderation outcome**

#### **Project7.1**

7.1 In respect of each project qualification which it makes available where an assessment is marked by a Centre, an awarding organisation must notify the Centre of the outcome of Moderation so as to allow a reasonable time period for the Centre to consider whether to request a review of Moderation, taking into account any date by which the awarding organisation requires such a request to be received.

#### **Project7.2**

7.2 The notification which an awarding organisation provides for the purposes of Condition Project7.1 must specify the reasons for the outcome of Moderation.

### **Condition Project8 Review of Moderation**

#### **Project8.1**

8.1 In respect of each project qualification which it makes available, an awarding organisation must establish, maintain and comply with arrangements to carry out, on request from a Centre, a review of any Moderation by the awarding organisation of that Centre's marking of an assessment.

#### **Project8.2**

8.2 The arrangements may –

(a) provide that the awarding organisation shall only carry out a review of Moderation on payment of a fee,

(b) specify other reasonable requirements for the making of a request for a review of Moderation, and

(c) specify a date by which a review of Moderation must be requested.

#### **Project8.3**

8.3 Where the arrangements specify a date by which a review of Moderation must be requested, the date must –

(a) be reasonable, taking into account –

(i) the date by which a Centre may be notified of the outcome of Moderation in accordance with the awarding organisation's arrangements, and

(ii) the purpose of the project qualification, and

(b) comply with any requirements which may be published by Ofqual and revised from time to time.

#### **Project8.4**

8.4 The arrangements must provide that, on carrying out a review of Moderation –

- (a) where the awarding organisation determines that the Moderation did not include any Moderation Error, it shall not change the outcome of Moderation,
- (b) where the awarding organisation determines that the Moderation included a Moderation Error, it shall change the outcome of the Moderation only to the extent necessary to correct the effect of that error, and
- (c) the awarding organisation shall document the reasons for any determination and for any change to the outcome of Moderation.

### **Project8.5**

8.5 The arrangements must provide that –

- (a) all reviews of Moderation will be carried out by persons who have appropriate competence and who have no personal interest in the outcome of the review being carried out,
- (b) a person who was previously involved in the Centre's marking of an assessment or in Moderation in respect of that marking must not be involved in a review of Moderation in respect of that marking,
- (c) prior to carrying out any review of Moderation, each person tasked with carrying out such a review shall be provided with training on how to do so in accordance with this condition,
- (d) prior to carrying out a review of Moderation, a person tasked with carrying out such a review shall be provided with –
  - (i) a copy of any evidence generated by Learners (or any representation of such evidence) which was considered for the purpose of the Moderation,
  - (ii) a copy of the record of the awarding of marks made by Assessors when that evidence was marked,
  - (iii) a copy of any comments which Assessors recorded during the marking of that evidence,
  - (iv) a copy of the criteria against which Learners' performance is differentiated, and
  - (v) the outcome of Moderation, including any changes made to the Centre's marking, and the reasons for that outcome,
- (e) the awarding organisation shall monitor whether or not the person carrying out reviews of Moderation –
  - (i) are doing so in accordance with this condition, and
  - (ii) are making determinations which are consistent over time and consistent with determinations made by each other,
- (f) where the awarding organisation learns, through its monitoring or otherwise, that a review of Moderation has not been carried out in accordance with this condition, or has been carried out inconsistently, it shall take all reasonable steps to –
  - (i) correct, or where it cannot be corrected, mitigate as far as possible the effect of the failure, and
  - (ii) ensure that the failure does not recur in the future,
- (g) the awarding organisation reports to the Centre both the outcome of the review of Moderation and, either together with that outcome or later, the reasons documented when the review of Moderation was carried out, and
- (h) where, on carrying out a review of Moderation, the awarding organisation discovers what it considers to be a Marking Error in the marking of an assessment, the awarding organisation includes details of the Marking Error in its report to the Centre on the outcome of the review of Moderation.

### **Project8.6**

8.6 The arrangements must, following the awarding organisation's notification of the outcome of the review of Moderation, provide for –

- (a) marks and (where appropriate) results to be updated promptly to take into account

any change in the outcome of Moderation,

(b) marks and (where appropriate) results to be updated promptly to correct the effect of any Marking Error notified to the Centre in accordance with this condition, and

(c) reasonable steps to be taken to identify any other assessment, in relation to which there has been a similar error and to update marks and (where appropriate) results promptly to correct the effect of any error which is identified.

### **Application**

#### **Project8.7**

8.7 Until such date as is specified in, or determined under, any notice in writing published by Ofqual under this paragraph, Condition Project8.6 shall be replaced with 'The arrangements must, following the awarding organisation's notification of the outcome of the review of Moderation, provide for –

(a) marks and (where appropriate) results to be updated promptly to take into account any change in the outcome of Moderation,

(b) marks and (where appropriate) results to be updated promptly to correct the effect of any Marking Error notified to the Centre in accordance with this condition, and

(c) reasonable steps to be taken to identify any other assessment, in relation to which there has been a similar error and to update marks and (where appropriate) results promptly to correct the effect of any error which is identified,

#### **Project8.8**

8.8 Any such notice published by Ofqual may be –

(a) issued in respect of one or more project qualifications, and

(b) varied or withdrawn by Ofqual at any time prior to the date specified in or determined under it.

### **Condition Project9 Making Marked Assessment Materials available to Learners**

#### **Project9.1**

9.1 In respect of each project qualification which it makes available, an awarding organisation must establish, maintain and comply with arrangements to provide a Learner's Marked Assessment Material to –

(a) the Learner, or

(b) any Relevant Centre (on the Learner's behalf).

#### **Project9.2**

9.2 The arrangements may –

(a) provide that the awarding organisation is not required to provide a copy or a representation of evidence generated by the Learner in the assessment this is already held by the Learner or any Relevant Centre,

(b) provide that the awarding organisation shall provide Marked Assessment Material only on payment of a fee,

(c) provide that the awarding organisation shall provide Marked Assessment Material only on request,

(d) provide that any such request must be made by a Relevant Centre (on the Learner's behalf),

(e) specify other reasonable requirements for the making of such a request, and

(f) specify a date by which such a request must be received.

#### **Project9.3**

9.3 The arrangements must allow a Private Candidate to request his or her own Marked Assessment Material



**Project9.4**

9.4 The arrangements must allow Learners and Relevant Centres a reasonable opportunity to consider whether to request –

- (a) an Administrative Error Review, and
- (b) a review of marking of the Marked Assessment Material,

taking into account any date by which the awarding organisation requires such a request to be received.

**Project9.5**

9.5 Any date specified in the arrangements –

- (a) by which the awarding organisation will provide Marked Assessment Material to the Learner (or as the case may be the Relevant Centre), or
- (b) by which a request for Marked Assessment Material must be received,

must comply with any requirements which may be published by Ofqual and revised from time to time.

**Project9.6**

9.6 The arrangements must provide that a copy of the criteria against which Learners' performance is differentiated in respect of the assessment is made available to the Learner (or as the case may be the Relevant Centre) at the same time as, or prior to, the Marked Assessment Material being made available.

**Application****Project9.7**

9.7 Condition Project9.4 shall not apply to an awarding organisation until 12.00am on 1 May 2020.

**Condition Project10 Administrative Error Review****Project10.1**

10.1 In respect of each project qualification which it makes available, an awarding organisation must establish, maintain and comply with arrangements for it to carry out an Administrative Error Review in respect of a Learner's Marked Assessment Material.

**Project10.2**

10.2 The arrangements may –

- (a) provide that the awarding organisation shall carry out an Administrative Error Review only on request,
- (b) provide any such request must be made by a Relevant Centre (on the Learner's behalf),
- (c) provide that the awarding organisation shall only carry out an Administrative Error Review on payment of a fee,
- (d) specify other reasonable requirements for the making of a request for an Administrative Error Review, and
- (e) specify a date by which an Administrative Error Review must be requested.

**Project10.3**

10.3 The arrangements must allow a Private Candidate to request his or her own Marked Assessment Material.

**Project10.4**

10.4 Where the arrangements specify a date by which an Administrative Error Review must be requested, the date must –

(a) be reasonable, taking into account –

- (i) the date by which Marked Assessment Material may be provided to a Learner in accordance with the awarding organisation's arrangements, and
- (ii) the purpose of the project qualification, and

(b) comply with any requirements which may be published by Ofqual and revised from time to time.

#### **Project10.5**

10.5 The arrangements must provide that, on carrying out an Administrative Error Review –

(a) where the awarding organisation determines that the marking recorded in the Marked Assessment Material does not contain an Administrative Error, it shall not change the mark awarded,

(b) where the awarding organisation determines that the marking recorded in the Marked Assessment Material contains an Administrative Error, it shall correct the effect of that error,

(c) where the outcome of the Administrative Error Review is that there should be a change in mark, the awarding organisation makes any consequent change to the Learner's result, and

(d) the awarding organisation reports the outcome of the Administrative Error Review to the Learner (or as the case may be the Relevant Centre), specifying any change in mark, any change in result, and the nature of any Administrative Error which has been discovered.

#### **Project10.6**

10.6 The arrangements must provide that all Administrative Error Reviews will be carried out by persons who have appropriate competence and who have no personal interest in the outcome of the Administrative Error Review being carried out.

### **Condition Project11 Review of marking of Marked Assessment Material**

#### **Project11.1**

11.1 In respect of each project qualification which it makes available, an awarding organisation must establish, maintain and comply with arrangements for it to carry out a review of marking of that Learner's Marked Assessment Material.

#### **Project11.2**

11.2 The arrangements may –

(a) provide that the awarding organisation shall carry out a review of marking only on request,

(b) provide that any such request must be made by a Relevant Centre (on the Learner's behalf),

(c) provide that the awarding organisation shall only carry out a review of marking on payment of a fee,

(d) specify other reasonable requirements for the making of a request for a review of marking, , and

(e) specify a date by which a review of marking must be requested.

#### **Project11.3**

11.3 The arrangements must allow a Private Candidate to request his or her own Marked Assessment Material.

#### **Project11.4**

11.4 Where the arrangements specify a date by which a review of marking must be requested, the date must –

(a) be reasonable, taking into account –

- (i) the date by which Marked Assessment Material may be provided to a Learner

in accordance with the awarding organisation's arrangements, and

(ii) the purpose of the project qualification, and

(b) comply with any requirements which may be published by Ofqual and revised from time to time.

#### **Project11.5**

11.5 The arrangements must provide that, on carrying out a review –

(a) the Assessor shall determine whether the marking of the assessment included any Marking Error,

(b) where the Assessor determines that the marking of the assessment did not include any Marking Error, the Assessor shall not change the mark awarded,

(c) where the Assessor determines that the marking of the assessment included a Marking Error, the Assessor shall correct the effect of the Marking Error but not otherwise change to the mark, and

(d) the Assessor shall document the reasons for any determination and for any change of mark.

#### **Project11.6**

11.6 The arrangements must provide that –

(a) all reviews of marking will be carried out by Assessors who have appropriate competence and who have no personal interest in the outcome of the review being carried out,

(b) an Assessor who was previously involved in the marking of a task in an assessment in respect of a Learner must not be involved in a review of marking in respect of that task,

(c) prior to carrying out any review of marking, each Assessor shall be provided with training on how to carry out a review of marking in accordance with this condition,

(d) prior to carrying out a review of marking, an Assessor shall be provided with a copy of the Marked Assessment Material to which the review relates and a copy of the criteria against which Learners' performance is differentiated,

(e) the awarding organisation shall monitor whether the Assessors who are carrying out reviews of marking are –

(i) doing so in accordance with this condition, and

(ii) are making determinations which are consistent over time and consistent with determinations made by each other,

(f) where the awarding organisation learns, through its monitoring or otherwise, that a review of marking has not been carried out in accordance with this condition, or has been carried out inconsistently, it shall take all reasonable steps to –

(i) correct, or where it cannot be corrected, mitigate as far as possible the effect of the failure, and

(ii) ensure that the failure does not recur,

(g) where the outcome of a review of marking is that there should be a change in mark, the awarding organisation makes any consequent change to the Learner's result, and

(h) the awarding organisation reports to the Learner (or as the case may be the Relevant Centre) both the outcome of the review of marking, specifying any change in mark and any change in result, and, either together with that outcome or later, the reasons documented by the Assessor carrying out the review.

#### **Project11.7**

11.7 An awarding organisation must publish a statement of the arrangements, including details of –

(a) how a review of marking of Marked Assessment Material must be requested,

(b) any date by which a review of marking must be requested,

(c) any fee which is payable as part of the arrangements, the circumstances in which any such fee will be charged, and the circumstances in which any such fee may be refunded,

(d) the training which the awarding organisation will provide to Assessors prior to carrying out a review of marking,

(e) the monitoring which the awarding organisation will carry out of Assessors carrying out reviews of marking,

(f) the action which the awarding organisation will take where it learns that an Assessor is failing to carry out reviews of marking in accordance with this condition,

(g) the action which the awarding organisation will take where it learns that determinations are not being made consistently over time or between Assessors, and

(h) the target for the time period following a request for a review of marking within which the awarding organisation will have reported the outcome of the review to the Learner (or as the case may be the Relevant Centre) and the target for the time period following such a request within which the awarding organisation will have also reported the reasons in respect of the review.

### **Application**

#### **Project11.8**

11.8 Until 12.00am on 1 May 2020 –

(a) Condition Project11.6(h) shall be replaced with ‘the awarding organisation shall –

(i) report to the Learner (or as the case may be the Relevant Centre) the outcome of the review of marking, specifying any change in mark and any change in result, and

(ii) where requested, report to the Learner (or as the case may be the Relevant Centre) the reasons documented by the Assessor carrying out the review, provided that the awarding organisation may specify a reasonable time period following the reporting of the outcome of the review during which such a request must be received’,

(b) Condition Project11.7(b) shall be replaced with ‘any date by which a review of marking must be requested and any time period during which a request for the reporting of reasons in respect of the review must be received’, and

(c) Condition Project11.7(h) shall be replaced with ‘the target for the time period following a request for a review of marking within which the awarding organisation will have reported the outcome of the review to the Learner (or as the case may be the Relevant Centre)’.

### **Condition Project12 Appeals process for project qualifications**

#### **Project12.1**

12.1 In respect of each project qualification which an awarding organisation makes available, or proposes to make available, General Condition I1 (Appeals process) does not apply.

#### **Project12.2**

12.2 In respect of each project qualification which it makes available, an awarding organisation must establish, maintain and comply with an appeals process, which must provide for the appeal of –

(a) the outcome of any Moderation of a Centre’s marking of an assessment, following a review of Moderation in respect of that marking,

(b) the result for any assessment in respect of a Learner, following a review of marking of Marked Assessment Material in respect of that assessment,

(c) decisions regarding Reasonable Adjustments and Special Consideration, and

(d) decisions relating to any action to be taken against a Learner or a Centre following an investigation into malpractice or maladministration.

**Project12.3**

12.3 The appeals process may –

- (a) provide that the awarding organisation shall only conduct an appeal on payment of a fee,
- (b) specify other reasonable requirements for the making of a request for an appeal, and
- (c) specify a time period during which an appeal must be requested.

**Project12.4**

12.4 Where the arrangements specify a time period during which an appeal must be requested, the time period must –

- (a) be reasonable, and
- (b) comply with any requirements which may be published by Ofqual and revised from time to time.

**Project12.5**

12.5 The appeals process must provide for –

- (a) all appeal decisions to be taken by persons who have appropriate competence and who have no personal interest in the decision being appealed,
- (b) all appeal decisions to be taken by persons who were not previously involved in any marking, Moderation, review of marking of Marked Assessment Material or review of Moderation regarding an assessment in respect of a Learner to which the appeal relates,
- (c) the final decision in respect of the outcome of an appeal to involve at least one decision maker who is not an employee of the awarding organisation, an Assessor working for it, or otherwise connected to it, and
- (d) the awarding organisation to report the outcome of an appeal to the Learner (or as the case may be the Relevant Centre), detailing the reasons for that outcome.

**Project12.6**

12.6 The appeals process must not allow a specified level of attainment which has been set for the project qualification to be changed.

**Project12.7**

12.7 For the purposes of Condition Project12.2(a), the appeals process which an awarding organisation has in place must provide for the effective appeal of outcomes of Moderation on the basis –

- (a) that the Moderation (or as the case may be the review of Moderation) included a Moderation Error, and
- (b) that the awarding organisation did not apply procedures consistently or that procedures were not followed properly and fairly, provided that for these purposes any exercise of academic judgment in relation to the outcome of Moderation shall not constitute the application or following of a procedure.

**Project12.8**

12.8 For the purposes of Condition Project12.2(a), the appeals process which an awarding organisation has in place must provide for any request for an appeal of the outcome of Moderation of a Centre's marking of an assessment to be made by the Centre.

**Project12.9**

12.9 For the purposes of Condition Project12.2(b), the appeals process which an awarding organisation has in place must provide for the effective appeal of results on the basis –

- (a) that the marking of the assessment (or as the case may be the review of marking of Marked Assessment Material) included a Marking Error, and

(b) that the awarding organisation did not apply procedures consistently or that procedures were not followed properly and fairly, provided that for these purposes –  
8 (i) any procedures in respect of the setting of specified levels of attainment for the project qualification shall be excluded, and

(ii) any exercise of academic judgment in relation to the awarding of marks shall not constitute the application or following of a procedure.

#### **Project12.10**

12.10 For the purposes of Conditions Project12.2(b) to Project12.2(d), the appeals process which an awarding organisation has in place –

(a) may provide that where an assessment has been delivered by a Relevant Centre, any request for an appeal in respect of a Learner relating to the assessment must be made by the Relevant Centre (on the Learner's behalf), and

(b) must provide that is a Private Candidate may request an appeal him or herself.

#### **Application**

#### **Project12.11**

12.11 Until such date as is specified in, or determined under, any notice in writing published by Ofqual under this paragraph, Condition Project12.8 shall be replaced with 'For the purposes of Condition Project12.2(a), the appeals process which an awarding organisation has in place must provide –

(a) for any request for an appeal of the outcome of Moderation of a Centre's marking of an assessment to be made by the Centre, and

(b) that, following the outcome of an appeal, a Learner's result shall not be updated so as to lower that result'.

#### **Project12.12**

12.12 Any notice published by Ofqual under Condition Project12.12 may be –

(a) issued in respect of one or more project qualifications, and

(b) varied or withdrawn by Ofqual at any time prior to the date specified in or determined under it.

### **Condition Project13 Relevant Centre decisions relating to Review and Appeal Arrangements**

#### **Project13.1**

13.1 In respect of each project qualification which it makes available, where an awarding organisation's arrangements provide that a request under conditions Project9 – Project12 must be made by a Relevant Centre on a Learner's behalf, the awarding organisation must take all reasonable steps to ensure that the Relevant Centre has in place effective arrangements for the Learner to –

(a) apply to the Relevant Centre for it to make such a request, and,

(b) a request for an Administrative Error Review to be carried out, appeal a Relevant Centre's decision that such a request should not be made, and for that Relevant Centre to determine that appeal.

#### **Project13.2**

13.2 For the purposes of this condition, an awarding organisation must take all reasonable steps to ensure that –

(a) the Relevant Centre makes Learners aware of the arrangements it has in place prior to the issue of results in respect of the assessment, and

(b) the Relevant Centre provides Learners with a statement of the arrangements promptly when requested.

### **Condition Project14 Target performance in relation to Review and Appeal Arrangements and appeals process**

### **Project14.1**

14.1 In respect of each project qualification which it makes available, where an awarding organisation's arrangements provide for it to provide a Learner's Marked Assessment Material on request, it must set a target for the time period following such a request within which it will make that material available to the Learner (or as the case may be the Relevant Centre).

### **Project14.2**

14.2 In respect of each project qualification which it makes available, an awarding organisation must set targets for each of the following time periods –

(a) the period following a request for a review of Moderation undertaken by the awarding organisation within which the awarding organisation will have reported the outcome of the review of Moderation to the Centre,

(b) the period following a request for such a review of Moderation within which the awarding organisation will have reported both the outcome of the review of Moderation and the reasons in respect of the review to the Centre,

(c) the period following a request for an Administrative Error Review within which the awarding organisation will have reported the outcome of the Administrative Error Review to the Learner (or as the case may be the Relevant Centre),

(d) the period following a request for a review of marking of Marked Assessment Material within which the awarding organisation will have reported the outcome of the review of marking to the Learner (or as the case may be the Relevant Centre),

(e) the period following a request for such a review of marking within which the awarding organisation will have reported both the outcome of the review of marking and the reasons in respect of the review to the Learner (or as the case may be the Relevant Centre),

(f) the period following a request for an appeal within which the awarding organisation will have reported the outcome of the appeal to the Learner (or as the case may be the Relevant Centre), and

(g) the period following receipt of all evidence in respect of an appeal within which the awarding organisation will have reported the outcome of the appeal to the Learner (or as the case may be the Relevant Centre).

### **Project14.3**

14.3 Any target time period which an awarding organisation has set in respect of a project qualification must comply with any requirements which may be published by Ofqual and revised from time to time.

### **Project14.4**

14.4 An awarding organisation must take all reasonable steps to meet the target time periods which it has set in respect of a project qualification.

### **Reporting**

#### **Project 14.5**

14.5 In respect of each Project Qualification which it makes available, an awarding organisation must provide a report to Ofqual in respect of each year detailing the number of times that it has –

(a) complied with the target time periods which it has set, and

(b) failed to comply with those target time periods.

#### **Project14.6**

14.6 An awarding organisation must ensure that the report prepared in accordance with Condition Project14.5 –

(a) complies with any requirements in relation to the content or the presentation of the report which may be published by Ofqual and revised from time to time,

(b) is provided to Ofqual by any date which has been specified by Ofqual in advance, and

is published, where required by Ofqual, by any date which has been specified by Ofqual in advance.

### **Application**

#### **Project14.7**

Condition Project14.2(e) shall not apply to an awarding organisation until 12.00am on 1 May 2020.

#### **Project16.1**

16.1 In respect of each project qualification which it makes available, where a Learner's result has been changed under the awarding organisation's Review and Appeal Arrangements, the awarding organisation must take all reasonable steps, including having procedures in place, to –

- (a) revoke any certificate that it has issued to that Learner, and,
- (b) issue a replacement certificate which accurately reflects the amended mark.

### **Condition Project17 Discovery of failure in assessment processes**

#### **Project17.1**

17.1 Where the application of the awarding organisation's Review and Appeal Arrangements leads an awarding organisation to discover a failure in its assessment process, it must take all reasonable steps to –

- (a) identify all Learners who have been affected by the failure,
- (b) correct or, where it cannot be corrected, mitigate as far as possible the effect of the failure, and
- (c) ensure that the failure does not recur.

### **Condition Project18 Publication of Review and Appeal Arrangements and appeals process**

#### **Project18.1**

18.1 In respect of each project qualification which it makes available, an awarding organisation must publish a statement of its Review and Appeal Arrangements (in one or more documents), including details of –

- (a) how any request for Marked Assessment Materials and each type of review and appeal must be made,
- (b) any date by which each type of request must be made,
- (c) any fee which is payable in respect of each type of request, the circumstances in which any such fee will be charged, and the circumstances in which any such fee may be refunded, and
- (d) the target time period set in relation to each type of request under Condition Project14.

#### **Project18.2**

18.2 The information which an awarding organisation publishes in line with Condition Project18.1 must enable Learners and Centres to have –

- (a) a reasonable understanding of the Review and Appeal, and
- (b) a reasonable understanding of how the those Arrangements relate to each other.

#### **Project18.3**

18.3 An awarding organisation must take all reasonable steps to ensure that information which it publishes in line with Condition Project18.1 is published sufficiently far in advance of the time at which the qualification to which it relates will be made available to Learners to satisfy the reasonable planning requirements of potential purchasers.

### **Condition Project19 Interpretation and Definitions**



### **Project19.1**

19.1 The rules of interpretation and definitions outlined in General Condition J1 shall apply to the Project Qualification Level Conditions.

### **Project19.2**

19.2 Except in the circumstances described in Condition Project19.3, the requirements imposed by the Project Qualification Level Conditions apply in addition to the requirements imposed by the General Conditions of Recognition.

### **Project19.3**

19.3 To the extent that there is any inconsistency between –

(a) a requirement of either a Project Qualification Level Condition or a Project Subject Level Condition and an awarding organisation's ability to provide either a particular type of Reasonable Adjustment or Special Consideration, such that the awarding organisation is prevented from providing that Reasonable Adjustment or Special Consideration, the awarding organisation may provide that Reasonable Adjustment or Special Consideration and is not obliged to comply with the requirement of the Project Qualification Level Condition or a Project Subject Level Condition.

(b) in all other cases –

(i) a requirement of a Project Subject Level Condition and a requirement of either a Project Qualification Level Condition or a General Condition of Recognition, such that an awarding organisation could not comply with both such requirements, the awarding organisation must comply with the requirement of the Project Subject Level Condition and is not obliged to comply with the requirement of the other Condition, or

(ii) a requirement of a Project Qualification Level Condition and a requirement of a General Condition of Recognition, such that an awarding organisation could not comply with both such requirements, the awarding organisation must comply with the requirement of the Project Qualification Level Condition and is not obliged to comply with the requirement of the General Condition of Recognition.

### **Project19.4**

19.4 In these Conditions, the following words shall have the meaning given to them below (and cognate expressions should be construed accordingly) –

#### **Administrative Error**

An error in the marking of an assessment which is either –

(a) a failure to mark a task forming part of the assessment, or

(b) a failure to correctly calculate the total mark for the assessment from the marks which were awarded by the Assessor for the tasks forming part of the assessment.

#### **Administrative Error Review**

A review to determine whether the marking recorded in Marked Assessment Material contains an Administrative Error.

#### **Marked Assessment Material**

In relation to an assessment for a project qualification taken by a Learner, other than an assessment where evidence generated by a Learner is marked by a Centre, material comprising –

(a) a copy of any evidence generated by the Learner in the assessment which is held by the awarding organisation or, where evidence generated by the Learner in the assessment is not held or cannot readily be copied, a representation of the evidence in another form,

(b) a copy of the record of the awarding of marks made by the Assessor when the evidence generated by the Learner was marked, and

(c) a copy of any comments which the Assessor recorded during the marking of the evidence generated by the Learner.

### **Marking Error**

The awarding of a mark which could not reasonably have been awarded given the evidence generated by the Learner, the criteria against which Learners' performance is differentiated and any procedures of the awarding organisation in relation to marking, including in particular where the awarding of a mark is based on –

- (a) an Administrative Error,
- (b) a failure to apply such criteria and procedures to the evidence generated by the Learner where that failure did not involve the exercise of academic judgment, or
- (c) an unreasonable exercise of academic judgment.

### **Moderation Error**

A Moderation outcome which could not reasonably have been arrived at given the evidence generated by Learners which was considered for the purpose of Moderation, the Centre's marking of that evidence, the criteria against which Learners' performance is differentiated and any procedure of the awarding organisation in relation to Moderation, including in particular where the outcome of Moderation is based on –

- (a) an Administrative Error,
- (b) a failure to apply such criteria and procedures to the evidence generated by Learners, where that failure did not involve the exercise of academic judgment, or
- (c) an unreasonable exercise of academic judgment.

### **Private Candidate**

A Learner in relation to whom there is no Relevant Centre.

### **Relevant Centre**

In relation to a Learner, a Centre which –

- (a) has purchased the project qualification (on behalf of the Learner), and
- (b) materially contributed to the preparation of the Learner for the assessment (whether through teaching or instruction provided by Teachers employed by it or otherwise), and
- (c) has delivered the assessment to the Learner.

### **Review and Appeal Arrangements**

In relation to a project qualification, the arrangements which an awarding organisation is required to establish, maintain and comply with in accordance with –

- (a) Condition Project8 (Review of Moderation),
- (b) Condition Project9 (Making Marked Assessment Materials available to Learners),
- (c) Condition Project10 (Administrative Error Review),
- (d) Condition Project11 (Review of marking of Marked Assessment Material), and
- (e) Condition Project12 (Appeals process for project qualifications)

## **Content and assessment requirements**

### **Content and assessment requirements for project qualifications**

Condition Project1.1 allows us to specify requirements and guidance in relation to the content and assessment of project qualifications.

We set out our requirements for the purposes of Condition Project 1.1 below.

A previous version of these requirements was originally published as part of Criteria for Foundation, Higher and Advanced Diploma Qualifications.

### **About project qualifications**

Project qualifications are free-standing, single-unit qualifications. They can have a number of different outcomes in terms of the evidence produced by Learners for assessment, including:

- a report with findings from an investigation or study
- a dissertation
- an artefact, and/or
- a performance.

## **Aims and learning outcomes**

### **Level 1 and 2**

Project qualifications at level 1 and level 2 must enable Learners to:

- develop and apply skills
- develop as inquisitive and independent Learners
- be inspired by new areas and/or methods of study
- plan and review their learning
- use their learning experiences to support their personal aspirations for further study and/or career development
- develop, where appropriate, as electronically confident Learners and apply appropriate technologies in their studies, and
- transfer skills developed as part of their project to other areas of study

### **Level 3**

Project qualifications at level 3 must enable Learners to:

- make a significant contribution to the choice and design of an extended project and take responsibility either for an individual task or for a defined task within a group project
- develop and improve their own learning and performance as critical, reflective and independent Learners
- develop and apply decision-making and, where appropriate, problem-solving skills
- extend their planning, research, critical thinking, analysis, synthesis, evaluation and presentation skills
- where appropriate, develop confidence in applying new technologies in their studies
- develop and apply skills creatively, demonstrating initiative and enterprise
- use their learning experiences to support their aspirations for higher education and/or career development, and
- transfer skills developed as part of their project to other areas of study.

## **Scope**

### **Level 1 and 2**

Project qualifications at level 1 and level 2 must:

- form part of a planned programme of study,
- be of sufficient breadth and depth to allow Learners to meet the aims and learning outcomes listed above,
- be based on an agreed set of standards and assessment, and
- have the potential to be researched and completed within one academic year.

### **Level 3**

Project qualifications at level 3 must:

- be of sufficient breadth and depth to allow Learners to address the broad aims and learning outcomes listed above, and
- develop and extend from one or more of the Learner's study areas and/or from an area of personal interest or activity outside their main programme of study.

## **Topic**

Learners are required to select a suitable topic for their project. This means that:

- at levels 1 and 2, the topic must be chosen by the Learner(s) through negotiation with their Teacher and, if appropriate, an employer, and
- at level 3, the topic must be chosen by the Learner(s) and agreed by the Centre and, if appropriate, an employer.

At all levels, the project chosen by the Learner(s) must have the potential to provide the Learner(s) with opportunities to meet all the assessment objectives.

The awarding organisation must ensure that Centres confirm that Learners' project topics support Learner progression.

## **Subject content**

### **Levels 1 and 2**

Project qualifications at levels 1 and 2 must require Learners to:

- select, either individually or as part of a group, an appropriate topic
- identify a question, task or brief which specifies an intended project outcome
- produce a plan for how they will deliver their intended project outcome
- conduct research into the project brief, using appropriate techniques
- develop the intended project outcome, using selected tools and techniques safely
- demonstrate the capacity to see a project through to completion, and
- At level 1:
  - share the outcome of the project, including a review of their own learning and performance, with others, using appropriate communication methods, and
  - demonstrate knowledge and understanding of their studies or areas of interest
- At level 2:
  - share the outcome and an evaluation of the project, including a review of their own learning and performance, with others, using appropriate communication methods, and
  - demonstrate their knowledge and understanding of the concepts and principles underlying their studies or areas of interest.

### **Level 3**

Project qualifications at level 3 must require Learners to:

- select a topic or area of interest for an in-depth study which provides opportunities to develop knowledge, skills and understanding, and to negotiate the scoping of that project
- identify and draft one or more objectives for their project, providing a rationale for their choice
- produce a plan for how they will deliver their intended outcome
- conduct research as required by the project brief, using appropriate techniques
- develop the intended project outcome, using selected tools and techniques safely, to demonstrate the ability to pursue an extended project through to completion, and
- share the outcome of the project, including an evaluation of the outcome and their own learning and performance, with another or others, using appropriate communication methods.
- demonstrate their knowledge and understanding of:
  - the key concepts and principles underlying their studies or areas of interest, and
  - connections, links and complexities, where appropriate, between different areas of study and/or different areas of interest.

## Scheme of assessment

The scheme of assessment must:

- include a specified written element
- reflect the aims and content of the specification
- address the assessment objectives at the appropriate level
- specify the type and format of evidence that is permissible, and
- stipulate a maximum mark of at least 30

All Learners are required to meet the assessment objectives (set out below) for the appropriate level. The assessment objectives must be weighted as indicated below.

### Level 1

| <b>Assessment objective</b> |  | <b>Weighting</b> |
|-----------------------------|--|------------------|
| AO1                         | Manage Select: plan and carry out a project, applying skills and methods to achieve objectives.  | 15–25%           |
| AO2                         | Use resources: Obtain select and use information, and select and use resources.  | 15-25%           |
| AO3                         | Develop and realise: Use a range of skills, including, where appropriate, new technologies, to achieve planned outcomes.   | 35–45%           |
| AO4                         | Review: Identify and consider project outcomes, and own learning and performance. Use communication skills to present project outcomes in an appropriate format. | 15–25%           |

### Level 2

| <b>Assessment objective</b> |  | <b>Weighting</b> |
|-----------------------------|--|------------------|
| AO1                         | Manage: Identify, plan and carry out a project, applying a range of skills and methods to achieve objectives.  | 15–25%           |
| AO2                         | Use resources: Research, select, organise and use information, and select and use a range of resources. Interpret data and apply findings.                                   | 15-25%           |
| AO3                         | Develop and realise: Select and use a range of skills, including, where appropriate, new technologies and problem solving, to achieve planned outcomes.                      | 35–45%           |
| AO4                         | Review: Evaluate project outcomes and own learning and performance. Use communication skills to present evidenced project outcomes and conclusions in an appropriate format. | 15–25%           |

### **Level 3**

| <b>Assessment objective</b> |  | <b>Weighting</b> |
|-----------------------------|--|------------------|
| AO1                         | Manage: Identify, design, plan and carry out a project, applying a range of skills, strategies and methods to achieve objectives.  | 15–25%           |
| AO2                         | Use resources: Research, critically select, organise and use information, and select and use a range of resources. Analyse data, apply relevantly and demonstrate understanding of any links, connections and complexities within the topic.   | 15–25%           |
| AO3                         | Develop and realise: Select and use a range of skills, including, where appropriate, new technologies and problem solving, to take decisions critically and achieve planned outcomes.  | 35–45%           |
| AO4                         | Review: Evaluate all aspects of the extended project, including outcomes in relation to stated objectives and own learning and performance. Select and use a range of communication skills and media to present evidenced project outcomes and conclusions in an appropriate format. | 15–25%           |

## **Assessment evidence**

At all levels, in the case of group projects, this evidence must be individual to the Learner. While larger group activities, for example an expedition or a performance, may be a vehicle for evidence, that evidence must demonstrate how the Learner has met the assessment objectives and performance criteria.

### **Levels 1 and 2**

Assessment must include evidence of:

- the planning and process of the project
- the sources and range of information and other resources accessed
- the range of skills used, including, where appropriate, the use of new technologies
- the knowledge, skills and understanding used to complete the tasks/activities of the project
- an outcome demonstrating the Learner's knowledge, skills and understanding,
- at level 1, a review of the outcomes of the project, and an evaluation of own performance and learning, and
- at level 2, an evaluation of the outcomes of the project and an evaluation of own performance and learning.

### **Level 3**

Assessment must include evidence of:

- at least one written piece
- the design, strategic planning and process of the project
- the sources and range of information and other resources accessed
- analysis of the data and a clear indication of how findings were used to inform the project
- the range of skills used, including, where appropriate, problem solving and the use of new technologies
- an outcome demonstrating the Learner's knowledge, skills and understanding
- an evaluation of own performance, learning and decision making, and
- a presentation for a non-specialist audience, communicating outcomes, conclusions and evaluation.

## **Standard setting requirements**

### **Requirements for setting specified levels of attainment for project qualifications**

Condition Project3.1 allows us to specify requirements and guidance in relation to the setting of specified levels of attainment for project qualifications.

We set out our requirements for the purposes of Condition Project3.1 below.

For ease of reference, the specified levels of attainment used in project qualifications are referred to below as 'grades'.

#### **Awarding of project qualifications**

Awarding organisations must award, and report on, the project qualification using the following grading scales:

- (a) For level 1 – A\*, A and B for graded results and U for unclassified results
- (b) For level 2 – A\*, A, B and C for graded results and U for unclassified results
- (c) For level 3 – A\*, A, B, C, D and E for graded results and U for unclassified results.

In each case A\* is the highest grade.

#### **Setting key grade boundaries**

Grade boundary marks for the project will be determined judgementally for the

following key boundaries:

(a) Level 1:

- (i) B/U
- (ii) A\*/A.

(b) Level 2:

- (i) C/U
- (ii) A\*/A.

(c) Level 3:

- (i) E/U
- (ii) A\*/A.

The other boundary marks are determined arithmetically:

(a) For level 1, the mark interval between the top and bottom grades is divided by two. Where there is a remainder of one, the extra mark is added to the grade A interval.

(b) For level 2, the mark interval between the top and bottom grades is divided by three. Where there is a remainder of one, the extra mark is added to the grade A interval. Where there is a remainder of two, one extra mark is added to each of the grade A and grade B intervals.

(c) For level 3, the mark interval between the top and bottom grades is divided by five. Where there is a remainder of one, the extra mark is added to the grade A interval. Where there is a remainder of two, one extra mark is added to each of the grade A and grade B intervals. Where there is a remainder of three, one extra mark is added to each of the grade A, B and C intervals. Where there is a remainder of four, one extra mark is added to each of the grade A, B, C and D intervals.

## **Key dates requirements**

### **Reviews of marking, moderation, and appeals: requirements for key dates for project qualifications**

We set out below the requirements which an awarding organisation must comply with when it specifies deadlines for requesting reviews of marking, reviews of Moderation and appeals. These requirements are published under Conditions Project8.3(b), Project11.3(b) and Project12.4(b) and apply to all project qualifications.

Awarding organisations are no longer required to set deadline dates for Learners/Centres to request reviews of marking, reviews of Moderation and appeals. In choosing to set any deadlines, an awarding organisation must comply with the requirements set out below and with all other requirements in its Conditions of Recognition.

In particular the requirements set out below must be read and complied with in conjunction with the Project Qualification Level Conditions (which set out further requirements in relation to an awarding organisation's arrangements).

The requirements set out below align with the Project Qualification Level Conditions which are in effect. Some relevant Project Qualification Level Conditions have not yet come into effect and there are currently some transitional provisions in effect. We will keep the requirements set out below under review as any changes are made.



**Requirements for key dates for assessments other than assessments which are marked by a Centre [\[footnote 1\]](#)**

An awarding organisation must ensure that the requirements in the table below are met in each case where the assessment is not marked by a Centre. The table sets out the minimum timeframe within which the awarding organisation must allow a review/appeal to be requested. Provided a review/appeal is allowed to be requested in that timeframe, an awarding organisation is permitted to also provide an 'accelerated service' (for example, where requests for reviews provided by an earlier date will be processed more quickly).

|   | <b>STAGE</b>   | <b>TIMEFRAME REQUIREMENTS</b>  |
|---|--|--|
| A | Date results are issued.   |  |
| B | Date by which a request for Marked Assessment Material must be made (where applicable).  | Learner or Centre making the request must be allowed at least two weeks following Stage A to make the request  |
| C | Date of receipt of Marked Assessment Material.   |  |
| D | Date by which a request for a review of marking of Marked Assessment Material must be made <a href="#">[footnote 2]</a> .                    | Learner or Centre making the request must be allowed at least four weeks following Stage A to make the request and where Marked Assessment Materials are required to be provided, Learner or Centre making the request must be allowed at least two weeks following Stage C to make the request. |
| E | Date awarding organisation reports the outcome of the review of marking <a href="#">[footnote 3]</a> .                                       |  |
| F | Date by which reasons for the outcome of the review must be requested <a href="#">[footnote 4]</a> .   |  |
| G | Date awarding organisation provides reasons for the outcome of the review.   |  |
| H | Date by which a request for Marked Assessment Material must be made (where not previously requested prior to the review of Marked Assessment | Learner or Centre making the request must be allowed at least two weeks following Stage G to make the request  |

|                                |  |  |
|--------------------------------|--|--|
|                                | Material)  |  |
| I                              | Date of receipt of Marked Assessment Material.   |  |
| J                              | Date by which an appeal of the result of the assessment must be requested <a href="#">[footnote 5]</a> . | Learner or Centre making the request must be allowed at least four weeks following Stage E to make the request, and where reasons for the outcome of the review have been requested (by Stage F, where specified by the awarding organisation), Learner or Centre making the request must be allowed at least two weeks following Stage G to request an appeal |
| K <a href="#">[footnote 6]</a> | Awarding organisation reports outcome of the appeal  |  |

### Requirements for key dates for assessments which are marked by a Centre [\[footnote 7\]](#)


An awarding organisation must ensure that the requirements in the table below are met in each case where the assessment is marked by a Centre. The table sets out the minimum timeframe within which the awarding organisation must allow a review/appeal to be requested. As above, provided a review/appeal is allowed to be requested in that timeframe, an awarding organisation is permitted to also provide an 'accelerated service'.

| STAGE | TIMEFRAME REQUIREMENTS  |  |
|-------|---|--|
| A     | Date awarding organisation issues the outcome of its Moderation.  |  |
| B     | Date by which a request for a review of Moderation must be made <a href="#">[footnote 8]</a> .            | Centre making the request must be allowed at least four weeks following Stage A to make the request.   |
| C     | Date awarding organisation reports the outcome of the review of Moderation <a href="#">[footnote 9]</a> . |  |
| D     | Date awarding organisation provides reasons for the outcome of the review <a href="#">[footnote 10]</a> . |  |
| E     | Date by which an appeal of the outcome of Moderation must be requested <a href="#">[footnote 11]</a> .    | Centre making the request must be allowed at least four weeks following Stage C to make the request, and Centre making the request must be allowed at least two weeks following Stage D to make the request. |

## Appendix 1 – Revisions to this document

We set out below all revisions to this document since it was first published, and the dates on which those revisions came into force.

### Revisions in force 22 April 2022

1. Condition Project19 – Interpretations and Definitions (amended).
  2. Minor typo amended.
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1. The footnotes to the table are for information only [↵](#)
  2. Any date which is set must comply with Condition Project11.3, including complying with the requirements set out in the table. [↵](#)
  3. Under Condition Project14, awarding organisations are required to have, and take all reasonable steps to meet, a target for the time it will take to complete a review. [↵](#)
  4. Under Condition Project11.7(a), awarding organisations are required to provide reasons for the outcome of the review on request, although they may specify a reasonable deadline for requests. From 12.00am on 1 May 2020, when Project11.8 will no longer apply, awarding organisations will not need to set a date by which reasons for the outcome of the review must be requested. [↵](#)
  5. Any date which is set must comply with Condition Project12.4, including complying with the requirements set out in the table. [↵](#)
  6. Under Condition Project14, awarding organisations are required to have, and take all reasonable steps to meet, a target for the time it will take to complete an appeal. [↵](#)
  7. The footnotes to the table are for information only. [↵](#)
  8. Any date which is set must comply with Condition Project8.3, including complying with the requirements set out in the table. [↵](#)
  9. Under Condition Project14, awarding organisations are required to have and take all reasonable steps to meet a target for the time it will take to complete a review. [↵](#)
  10. Under Condition Project14, awarding organisations are required to have and take all reasonable steps to meet a target for the time it will take to complete a review and provide reasons. [↵](#)
  11. Any date which is set must comply with Condition Project12.4, including complying with the requirements set out in the table. [↵](#)
  12. Under Condition Project14, awarding organisations are required to have and take all reasonable steps to meet a target for the time it will take to complete an appeal. [↵](#)
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