

IN FORCE FROM 1 MAY 2017

Requirements for key dates

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Reviews of marking, moderation, and appeals: requirements for key dates for GCE (Pre-reform) 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 GCE(Pre-reform)7.3(b), GCE(Pre-reform)10.3(b) and GCE(Pre-reform)11.4(b) and apply to all GCE (Pre-reform) 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 GCE (Pre-reform) Qualification Level Conditions (which set out further requirements in relation to an awarding organisation's arrangements).

The requirements set out below align with the GCE (Pre-reform) Qualification Level Conditions which are in effect. Some relevant GCE (Pre-reform) 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 Centre¹

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).

	STAGE	TIMEFRAME REQUIREMENTS
A	Date results are issued.	
B	Date by which a request for Marked Assessment Material must be made (where applicable ²).	
C	Date of receipt of Marked Assessment Material ³ .	
D	Date by which a request for a review of marking of Marked Assessment Material must be made ⁴ .	Learner/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/Centre making the request must be allowed at least two weeks following Stage C to make the request.

¹ The footnotes in the table are for information only.

² Under Condition GCE(Pre-reform)8, it is up to awarding organisations to decide whether to make Marked Assessment Materials available automatically or only on request.

³ Under Condition GCE(Pre-reform)8.3, an awarding organisation's arrangements for making Marked Assessment Material available must allow Learners/Centres a reasonable opportunity to consider whether to request a review of marking.

⁴ Any date which is set must comply with Condition GCE(Pre-reform)10.3, including complying with the requirements set out in the table.

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E	Date awarding organisation reports the outcome of the review of marking ⁵ .	
F	Date by which reasons for the outcome of the review must be requested ⁶ .	
G	Date awarding organisation provides reasons for the outcome of the review.	
H	Date by which an appeal of the result of the assessment must be requested ⁷ .	Learner/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/Centre making the request must be allowed at least two weeks following Stage G to request an appeal.
I	Awarding organisation reports outcome of the appeal ⁸ .	

⁵ Under Condition GCE(Pre-reform)13, 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.

⁶ Under Condition GCE(Pre-reform)10.7(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.

⁷ Any date which is set must comply with Condition GCE(Pre-reform)11.4, including complying with the requirements set out in the table.

⁸ Under Condition GCE(Pre-reform)13, 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.

Requirements for key dates for assessments which are marked by a Centre⁹

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 ¹⁰ .	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 ¹¹ .	
D	Date awarding organisation provides reasons for the outcome of the review ¹² .	
E	Date by which an appeal of the outcome of Moderation must be requested ¹³ .	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

⁹ The footnotes in the table are for information only.

¹⁰ Any date which is set must comply with Condition GCE(Pre-reform)7.3, including complying with the requirements set out in the table.

¹¹ Under Condition GCE(Pre-reform)13, 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.

¹² Under Condition GCE(Pre-reform)13, 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.

¹³ Any date which is set must comply with Condition GCE(Pre-reform)11.4, including complying with the requirements set out in the table.

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		following Stage D to make the request.
F	Awarding organisation reports outcome of the appeal ¹⁴ .	

¹⁴ Under Condition GCE(Pre-reform)13, 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.