

# Pre-reform GCE Qualification Level Conditions and Requirements

June 2017

Ofqual/17/6228

(previous version: Ofqual/16/6085)



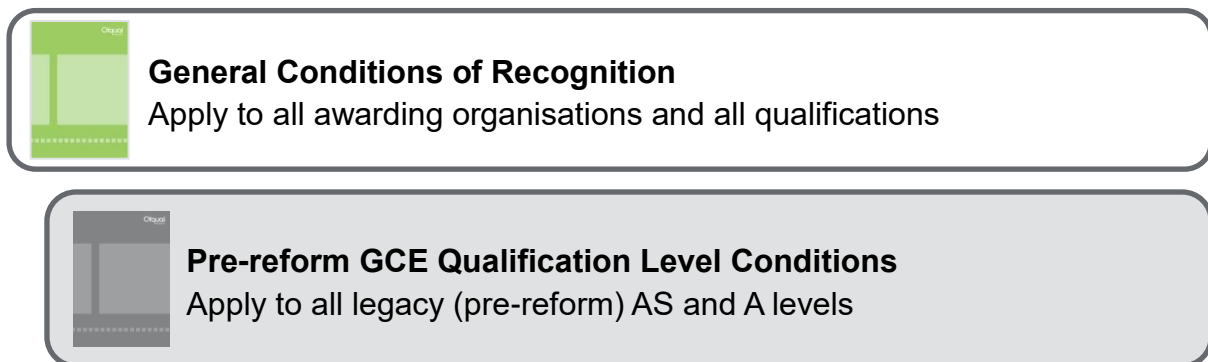
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# Introduction

## About this document

This document (highlighted in the figure below) is part of a suite of documents which sets out our regulatory requirements for awarding organisations offering legacy (pre-reform) AS and A level qualifications.



## Requirements set out in this document

For all GCE A levels and GCE AS qualifications, awarding organisations must comply with the *General Conditions of Recognition*<sup>1</sup> and all relevant Regulatory Documents<sup>2</sup>.

This document sets out further conditions and requirements which apply to all legacy (pre-reform) AS and A levels – that is, all GCE AS and A level qualifications accredited by Ofqual prior to 26 May 2014.

It sets out our requirements in relation to setting specified levels of attainment for pre-reform GCE qualifications – awarding organisations must comply with these requirements under Condition GCE(Pre-reform)2.1. It also sets out our 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 GCE(Pre-reform)7.3(b), GCE(Pre-reform)10.3(b) and GCE(Pre-reform)11.4(b).

For GCE AS and A level qualifications accredited by Ofqual on or after 26 May 2014, awarding organisations do not need to comply with these conditions and requirements. They must instead comply with:

- the *GCE Qualification Level Conditions and Requirements*,<sup>3</sup>

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<sup>1</sup> [www.gov.uk/government/publications/general-conditions-of-recognition](http://www.gov.uk/government/publications/general-conditions-of-recognition)

<sup>2</sup> [www.gov.uk/government/publications/regulatory-documents-list](http://www.gov.uk/government/publications/regulatory-documents-list)

- the relevant *GCE Subject Level Conditions and Requirements*.<sup>4</sup>

## Revisions to this document

This document was originally published as *General Conditions of Recognition in respect of GCE Qualifications*. We have subsequently revised this document (see Appendix 1 for details), most recently in June 2017.

The June 2017 version of this document replaces all previous Conditions and requirements for pre-reform GCE qualifications with effect from 00.01 on Thursday 29 June 2017. It includes the following requirements, which were published separately to the previous version of this document, and have been in effect since 1 May 2017:

- Reviews of marking, moderation, and appeals: requirements for key dates for GCE (Pre-reform) qualifications.

In addition, for information:

- on Thursday 16 February 2017 we published a notice<sup>5</sup> in respect of Conditions GCE(Pre-reform)5.4, GCE(Pre-reform)10.7 and GCE(Pre-reform)13.5. This notice sets out dates on which the parts of Conditions GCE(Pre-reform)5, GCE(Pre-reform)10 and GCE(Pre-reform)13 (which are not currently in effect) will come into effect, and
- on Monday 26 June 2017 we published a notice<sup>6</sup> in respect of Condition GCE(Pre-reform)11.12. This notice sets out the date on which Conditions GCE(Pre-reform)11.7 and GCE(Pre-reform)11.9 (which are currently in effect only for specified pilot qualifications) will come into effect for remaining pre-reform GCE qualifications.

## Summary of requirements

Qualification Level Conditions	
GCE(Pre-reform)1	<a href="#">Assessment arrangements</a>

<sup>3</sup> [www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements](http://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements)

<sup>4</sup> [www.gov.uk/government/collections/new-a-level-and-as-level-qualifications-requirements-and-guidance](http://www.gov.uk/government/collections/new-a-level-and-as-level-qualifications-requirements-and-guidance)

<sup>5</sup> [www.gov.uk/government/publications/reviews-and-appeals-for-gcses-as-and-a-levels-transitional-arrangements](http://www.gov.uk/government/publications/reviews-and-appeals-for-gcses-as-and-a-levels-transitional-arrangements)

<sup>6</sup> [www.gov.uk/government/publications/reviews-and-appeals-for-gcses-as-and-a-levels-transitional-arrangements](http://www.gov.uk/government/publications/reviews-and-appeals-for-gcses-as-and-a-levels-transitional-arrangements)

GCE(Pre-reform)2	<a href="#">Standard setting</a>
GCE(Pre-reform)3	<a href="#">Marking arrangements</a>
GCE(Pre-reform)4	<a href="#">Moderation arrangements</a>
GCE(Pre-reform)5	<a href="#">Review of marking of centre-marked assessments</a>
GCE(Pre-reform)6	<a href="#">Notification of Moderation outcome</a>
GCE(Pre-reform)7	<a href="#">Review of Moderation</a>
GCE(Pre-reform)8	<a href="#">Making Marked Assessment Materials available to Learners</a>
GCE(Pre-reform)9	<a href="#">Administrative Error Review</a>
GCE(Pre-reform)10	<a href="#">Review of marking of Marked Assessment Material</a>
GCE(Pre-reform)11	<a href="#">Appeals process for GCE qualifications</a>
GCE(Pre-reform)12	<a href="#">Centre decisions relating to Review Arrangements</a>
GCE(Pre-reform)13	<a href="#">Target performance in relation to Review Arrangements and appeals process</a>
GCE(Pre-reform)14	<a href="#">Reporting of data relating to Review Arrangements and appeals process</a>
GCE(Pre-reform)15	<a href="#">Review Arrangements and certificates</a>
GCE(Pre-reform)16	<a href="#">Discovery of failure in assessment processes</a>
GCE(Pre-reform)17	<a href="#">Publication of Review Arrangements and appeals process</a>
GCE(Pre-reform)18	<a href="#">Interpretation and definitions</a>

#### Standard setting requirements

[Requirements for setting specified levels of attainment for GCE \(Pre-reform\) Qualifications](#)

#### Requirements for key dates

[Reviews of marking, moderation, and appeals: requirements for key dates for GCE](#)

[\(Pre-reform\) qualifications](#)

# Qualification Level Conditions

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## **Pre-reform GCE Qualification Level Conditions**

### **Condition GCE(Pre-reform)1      Assessment arrangements**

GCE(Pre-reform)1.1    An awarding organisation must ensure that in respect of each GCE qualification which it makes available a Learner is assessed during the months of May and/or June in any single year.

GCE(Pre-reform)1.2    Condition GCE(Pre-reform)1.1 does not apply in respect of any assessment where evidence generated by a Learner in that assessment is marked by a Centre.

GCE(Pre-reform)1.3    In respect of each GCE qualification which it makes available an awarding organisation must ensure that –

- (a) it issues a single result, or a single set of results, in respect of each Learner, following completion by that Learner of the assessments to be taken for that qualification,
- (b) where confirmation of, or a change to, any mark for an assessment has been communicated to a Centre or a Learner in advance of the issue of that result or set of results, no further evidence generated by that Learner will be admissible as part of that assessment, and
- (c) where any result for a unit has been communicated to a Centre or a Learner in advance of the issue of that result or set of results, no further evidence generated by that Learner will be admissible as part of the assessments for that unit.



## **Condition GCE(Pre-reform)2      Standard setting**

GCE(Pre-reform)2.1 In respect of each GCE 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.

GCE(Pre-reform)2.2 In setting the specified levels of attainment for a GCE qualification which it makes available, an awarding organisation must have regard to an appropriate range of qualitative and quantitative evidence.

GCE(Pre-reform)2.3 In respect of each GCE qualification which it makes available, the range of evidence to which an awarding organisation has regard for the purposes of Condition GCE(Pre-reform)2.2 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 –

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

(ii) a 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.

GCE(Pre-reform)2.4 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 GCE qualification which it makes available, and
- (b) its rationale for the selection of and weight given to that evidence.

### Condition GCE(Pre-reform)3 Marking arrangements

GCE(Pre-reform)3.1 In respect of each GCE 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 accurately applied by Assessors,
- (d) where the awarding organisation learns, through its monitoring or otherwise, that an Assessor is failing to accurately apply the criteria against which the Learners' performance is differentiated, 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,
- (e) the awarding organisation shall monitor whether or not the criteria against which the Learners' performance is differentiated are being applied consistently by Assessors, and
- (f) where the awarding organisation learns, through its monitoring or otherwise, that the criteria against which the Learners' performance is differentiated are not being applied consistently by Assessors, it shall take all reasonable steps to promote consistency in the future.

GCE(Pre-reform)3.2 In respect of each GCE qualification which it makes available where an assessment is marked by a Centre, an

awarding organisation must ensure that the arrangements which are in place in accordance with General Condition H1.1 provide that prior to the marking of the assessment the awarding organisation makes available training to the Centre.

GCE(Pre-reform)3.3 In respect of each GCE 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 GCE(Pre-reform)4 Moderation arrangements

- GCE(Pre-reform)4.1 In respect of each GCE 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 Moderation is being carried out in a manner which is compliant with General Condition H2,
  - (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, 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 shall monitor whether or not the persons who are carrying out Moderation are making determinations which are consistent over time and consistent with determinations made by each other, and
- (h) where the awarding organisation learns, through its monitoring or otherwise, that determinations are not being made consistently over time or between persons carrying out Moderation, it shall take all reasonable steps to promote consistency in the future.

GCE(Pre-reform)4.2 In respect of each GCE 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 GCE(Pre-reform)5      Review of marking of centre-marked assessments**

- GCE(Pre-reform)5.1 In respect of each GCE 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.
- GCE(Pre-reform)5.2 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 in respect of 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 correct the effect of any Marking Error in the marking of the assessment,
- (h) 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,
- (i) 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
- (j) 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.

GCE(Pre-reform)5.3 In respect of each GCE 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**

GCE(Pre-reform)5.4 Conditions GCE(Pre-reform)5.2(b) to GCE(Pre-reform)5.2(i) and Condition GCE(Pre-reform)5.3 shall not apply to an



awarding organisation until such date as is specified in, or determined under, any notice in writing published by Ofqual under this paragraph.

GCE(Pre-reform)5.5 Any such notice published by Ofqual may be –

- (a) issued in respect of one or more of Conditions GCE(Pre-reform)5.2(b) to GCE(Pre-reform)5.2(i) and Condition GCE(Pre-reform)5.3
- (b) issued in respect of one or more GCE qualifications, and
- (c) varied or withdrawn by Ofqual at any time prior to the date specified in or determined under it.

**Condition GCE(Pre-reform)6      Notification of Moderation outcome**

GCE(Pre-reform)6.1    In respect of each GCE 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.

GCE(Pre-reform)6.2    The notification which an awarding organisation provides for the purposes of Condition GCE(Pre-reform)6.1 must specify the reasons for the outcome of Moderation.

## Condition GCE(Pre-reform)7      Review of Moderation

GCE(Pre-reform)7.1 In respect of each GCE qualification involving Moderation which it makes available, or proposes to make available, an awarding organisation must establish, maintain and comply with arrangements in accordance with this condition for any Centre to request a review of the Moderation undertaken by the awarding organisation in respect of any assessment which has been marked by the Centre and for the awarding organisation to carry out such a review.

GCE(Pre-reform)7.2 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 requirements for the making of a request for a review of Moderation, provided that such requirements are reasonable, and
- (c) specify a date by which a review of Moderation must be requested.

GCE(Pre-reform)7.3 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 GCE qualification, and
- (b) comply with any requirements which may be published by Ofqual and revised from time to time.

GCE(Pre-reform)7.4 The arrangements must provide that, on carrying out a review of Moderation –

- (a) the awarding organisation shall determine, in respect of the Moderation it undertook of the Centre's marking of the assessment, whether the Moderation included any Moderation Error,
- (b) where the awarding organisation has determined that

the Moderation did not include any Moderation Error, it shall make no changes to the outcome of Moderation,

- (c) where the awarding organisation has determined that the Moderation included a Moderation Error, it shall make changes to the outcome of the Moderation to the extent necessary to correct the effect of the Moderation Error, but shall make no other changes to the outcome of Moderation, and
- (d) the awarding organisation shall document the reasons for any determination and for any change to the outcome of Moderation.

GCE(Pre-reform)7.5 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 and the reasons for that outcome,
- (e) the awarding organisation shall monitor whether or not reviews of Moderation are being carried out in accordance with this condition,
- (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, 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 shall monitor whether or not the persons who are carrying out reviews of Moderation are making determinations which are consistent over time and consistent with determinations made by each other,
- (h) where the awarding organisation learns, through its monitoring or otherwise, that determinations are not being made consistently over time or between persons carrying out reviews of Moderation, it shall take all reasonable steps to promote consistency in the future,
- (i) 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
- (j) 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.

GCE(Pre-reform)7.6 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.

GCE(Pre-reform)7.7 An awarding organisation must publish a statement of the arrangements, including details of –

- (a) how a review of Moderation must be requested,
- (b) any date by which a review of Moderation 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 persons tasked with carrying out a review of Moderation prior to carrying out such a review
- (e) the monitoring which the awarding organisation will carry out of reviews of Moderation,
- (f) the action which the awarding organisation will take where it learns that reviews of Moderation have not been carried out in accordance with this condition,
- (g) the action which the awarding organisation will take where it learns that determinations being made on reviews of Moderation are not being made consistently over time or between persons carrying out such reviews,

and

- (h) the target for the time period following a request for a review of Moderation within which the awarding organisation will have reported the outcome of the review to the 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

GCE(Pre-reform)7.8 Until such date as is specified in, or determined under, any notice in writing published by Ofqual under this paragraph, Condition GCE(Pre-reform)7.6 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,*

*provided that a Learner's result shall not be updated so as to lower that result'.*

GCE(Pre-reform)7.9 Any such notice published by Ofqual may be –

- (a) issued in respect of one or more GCE qualifications, and
- (b) varied or withdrawn by Ofqual at any time prior to the date specified in or determined under it.

**Condition GCE(Pre-reform)8 Making Marked Assessment Materials available to Learners**

GCE(Pre-reform)8.1 In respect of each GCE qualification which it makes available, or proposes to make available, an awarding organisation must establish, maintain and comply with arrangements in accordance with this condition for a Learner's Marked Assessment Material in respect of any assessment for that qualification to be made available to –

- (a) the Learner, or
- (b) where the assessment has been delivered by a Relevant Centre, either the Learner or the Relevant Centre (on the Learner's behalf).

GCE(Pre-reform)8.2 The arrangements may –

- (a) provide that the awarding organisation is not required to take further steps to make available a copy or a representation of evidence generated by the Learner in the assessment where the evidence (or a copy of the evidence) is already held by the Learner or, where the assessment has been delivered by a Relevant Centre, by either the Learner or the Relevant Centre,
- (b) provide that the awarding organisation shall make available Marked Assessment Material only on payment of a fee,
- (c) provide that the awarding organisation shall make available Marked Assessment Material only on request,
- (d) provide that, where the assessment has been delivered by a Relevant Centre, any such request must be made by the Relevant Centre (on the Learner's behalf),
- (e) specify other requirements for the making of such a request, provided that such requirements are reasonable, and
- (f) specify a date by which such a request must be received.

GCE(Pre-reform)8.3 The arrangements must –



(a) allow Learners and Relevant Centres a reasonable opportunity to consider whether to request the awarding organisation to carry out an Administrative Error Review in respect of the Marked Assessment Material, and

(b) allow Learners and Relevant Centres a reasonable opportunity to consider whether to request the awarding organisation to carry out 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.

GCE(Pre-reform)8.4 Any date specified in the arrangements –

(a) by which the awarding organisation will make Marked Assessment Material available to the Learner (or as the case may be the Relevant Centre), or

(b) by which a request for Marked Assessment Material to be made available must be received,

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

GCE(Pre-reform)8.5 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.

GCE(Pre-reform)8.6 An awarding organisation must publish a statement of the arrangements, including details of –

(a) how any request for Marked Assessment Material to be made available must be made and any date by which such a request must be received,

(b) 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, and

(c) any date by which the awarding organisation will make Marked Assessment Material available to the Learner (or

as the case may be the Relevant Centre) or any target for the time period following a request within which the awarding organisation will have made Marked Assessment Material available to the Learner (or as the case may be the Relevant Centre).

## Condition GCE(Pre-reform)9 Administrative Error Review

GCE(Pre-reform)9.1 In respect of each GCE qualification which it makes available, or proposes to make available, an awarding organisation must establish, maintain and comply with arrangements in accordance with this condition for a request to be made by, or on behalf of, any Learner for the awarding organisation to carry out an Administrative Error Review in respect of that Learner's Marked Assessment Material for any assessment for that qualification and for the awarding organisation to carry out such an Administrative Error Review.

GCE(Pre-reform)9.2 The arrangements may –

- (a) provide that where the Marked Assessment Material relates to an assessment which has been delivered by a Relevant Centre, any request for an Administrative Error Review must be made by the Relevant Centre (on the Learner's behalf),
- (b) provide that the awarding organisation shall only carry out an Administrative Error Review on payment of a fee,
- (c) specify other requirements for the making of a request for an Administrative Error Review, provided that such requirements are reasonable, and
- (d) specify a date by which an Administrative Error Review must be requested.

GCE(Pre-reform)9.3 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 made available to a Learner in accordance with the awarding organisation's arrangements, and
  - (ii) the purpose of the GCE qualification, and
- (b) comply with any requirements which may be published by Ofqual and revised from time to time.

- GCE(Pre-reform)9.4 The arrangements must provide that, on carrying out an Administrative Error Review –
- (a) where the awarding organisation has determined that the marking recorded in the Marked Assessment Material contains an Administrative Error, it shall correct the effect of the Administrative Error,
  - (b) where the awarding organisation considers that the marking recorded in the Marked Assessment Material does not contain an Administrative Error, it shall not make any change to the mark awarded,
  - (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 details of the nature of any Administrative Error which has been discovered.
- GCE(Pre-reform)9.5 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.
- GCE(Pre-reform)9.6 An awarding organisation must publish a statement of the arrangements, including details of –
- (a) how an Administrative Error Review must be requested,
  - (b) any date by which an Administrative Error Review 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, and
  - (d) the target for the time 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).

## Condition GCE(Pre-reform)10 Review of marking of Marked Assessment Material

GCE(Pre-reform)10.1 In respect of each GCE qualification which it makes available, or proposes to make available, an awarding organisation must establish, maintain and comply with arrangements in accordance with this condition for a request to be made by, or on behalf of, any Learner for the awarding organisation to carry out a review of marking of that Learner's Marked Assessment Material for any assessment for that qualification and for the awarding organisation to carry out such a review.

GCE(Pre-reform)10.2 The arrangements may –

- (a) provide that where Marked Assessment Material relates to an assessment which has been delivered by a Relevant Centre, any request for a review of marking of the Marked Assessment Material must be made by the Relevant Centre (on the Learner's behalf),
- (b) provide that the awarding organisation shall only carry out a review of marking of Marked Assessment Material on payment of a fee,
- (c) specify other requirements for the making of a request for a review of marking, provided that such requirements are reasonable, and
- (d) specify a date by which a review of marking must be requested.

GCE(Pre-reform)10.3 Where the arrangements specify a date by which a review of marking of Marked Assessment Material must be requested, the date must –

- (a) be reasonable, taking into account –
  - (i) the date by which Marked Assessment Material may be made available to a Learner in accordance with the awarding organisation's arrangements, and
  - (ii) the purpose of the GCE qualification, and
- (b) comply with any requirements which may be published

by Ofqual and revised from time to time.

GCE(Pre-reform)10.4

The arrangements must provide that, on carrying out a review of marking of Marked Assessment Material –

- (a) the Assessor shall determine, in respect of each task in the assessment for which marks could have been awarded, and in respect of the assessment as a whole, whether the marking included any Marking Error,
- (b) where the Assessor has determined that the marking of the assessment did not include any Marking Error, the Assessor shall make no changes to the mark awarded,
- (c) where the Assessor has determined that the marking of the assessment included a Marking Error, the Assessor shall correct the effect of the Marking Error but make no other changes to the mark awarded, and
- (d) the Assessor shall document the reasons for any determination and for any change of mark.

GCE(Pre-reform)10.5

The arrangements must provide that –

- (a) all reviews of marking of Marked Assessment Material 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 of the Learner's Marked Assessment Material 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 of any Marked Assessment Material, an Assessor shall be provided with a copy of the Marked Assessment Material and a copy of the criteria against which Learners' performance is differentiated,
- (e) the awarding organisation shall monitor whether or not

the Assessors who are carrying out reviews of marking are doing so in accordance with this condition,

- (f) where the awarding organisation learns, through its monitoring or otherwise, that an Assessor is failing to carry out reviews of marking in accordance with this condition, 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 shall monitor whether or not the Assessors who are carrying out reviews of marking are making determinations which are consistent over time and consistent with determinations made by each other,
- (h) where the awarding organisation learns, through its monitoring or otherwise, that determinations are not being made consistently over time or between Assessors, it shall take all reasonable steps to promote consistency in the future,
- (i) 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
- (j) 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.

GCE(Pre-reform)10.6

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

GCE(Pre-reform)10.7

Until such date as is specified in, or determined under, any notice in writing published by Ofqual under this paragraph –

- (a) Condition GCE(Pre-reform)10.5(j) 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 GCE(Pre-reform)10.6(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 GCE(Pre-reform)10.6(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)'.*

GCE(Pre-reform)10.8

Any such notice published by Ofqual may be –

- (a) issued in respect of one or more GCE qualifications, and
- (b) varied or withdrawn by Ofqual at any time prior to the date specified in or determined under it.

## Condition GCE(Pre-reform)11 Appeals process for GCE qualifications

GCE(Pre-reform)11.1 In respect of each GCE qualification which an awarding organisation makes available, or proposes to make available, General Condition I1 (Appeals process) does not apply.

GCE(Pre-reform)11.2 In respect of each GCE qualification which it makes available, or proposes to make available, in addition to the other arrangements which are required to be established, maintained and complied with in accordance with the GCE (Pre-reform) Qualification Level Conditions, an awarding organisation must establish, maintain and comply with an appeals process in accordance with this condition, 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.

GCE(Pre-reform)11.3 The appeals process may –

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

GCE(Pre- Where the arrangements specify a time period during which

- reform)11.4                    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.
- GCE(Pre-reform)11.5                    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.
- GCE(Pre-reform)11.6                    The appeals process must not allow a specified level of attainment which has been set for the GCE qualification to be changed.
- GCE(Pre-reform)11.7                    For the purposes of Condition GCE(Pre-reform)11.2(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,
  - (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.

GCE(Pre-reform)11.8

For the purposes of Condition GCE(Pre-reform)11.2(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.

GCE(Pre-reform)11.9

For the purposes of Condition GCE(Pre-reform)11.2(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 –
  - (i) any procedures in respect of the setting of specified levels of attainment for the GCE 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.

GCE(Pre-reform)11.10

For the purposes of Conditions GCE(Pre-reform)11.2(b) to GCE(Pre-reform)11.2(d), the appeals process which an awarding organisation has in place 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).

GCE(Pre-reform)11.11

An awarding organisation must publish information on the appeals process which it has in place to enable results of assessments and outcomes of Moderation to be appealed, including details of –

- (a) how any request for an appeal must be made,
- (b) any time period during which an appeal 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 target for the time 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 Centre), and
- (e) the target for the time 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 Centre).

## Application

GCE(Pre-reform)11.12

In respect of each GCE qualification which is made available by an awarding organisation which is not a Pilot GCE Qualification, until such date as is specified in, or determined under, any notice in writing published by Ofqual under this paragraph –

- (a) Condition GCE(Pre-reform)11.7 shall be replaced with *'For the purposes of Condition GCE(Pre-reform)11.2(a), the appeals process which an awarding organisation has in place must provide for the effective appeal of outcomes of Moderation on the basis that the awarding organisation did not apply procedures consistently or that procedures were not followed properly and fairly'*, and
- (b) Condition GCE(Pre-reform)11.9 shall be replaced with *'For the purposes of Condition GCE(Pre-reform)11.2(b), the appeals process which an awarding organisation has in place must provide for the effective appeal of results on the basis that the awarding organisation did not apply procedures consistently or that procedures were not followed properly and fairly, provided that for these purposes any procedures in respect of the setting of specified levels of attainment for the GCE qualification*

*shall be excluded'.*

GCE(Pre-reform)11.13

Until such date as is specified in, or determined under, any notice in writing published by Ofqual under this paragraph, Condition GCE(Pre-reform)11.8 shall be replaced with '*For the purposes of Condition GCE(Pre-reform)11.2(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'.*

GCE(Pre-reform)11.14

Any notice published by Ofqual under Condition GCE(Pre-reform)11.12 or Condition GCE(Pre-reform)11.13 may be –

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

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

## Condition GCE(Pre-reform)12 Centre decisions relating to Review Arrangements

GCE(Pre-reform)12.1

In respect of each GCE qualification which it makes available, where an awarding organisation's arrangements provide that –

- (a) a request for Marked Assessment Material to be made available,
- (b) a request for an Administrative Error Review to be carried out,
- (c) a request for a review of marking of Marked Assessment Material to be carried out,
- (d) a request for an appeal of the result for an assessment,
- (e) a request for an appeal of a decision regarding Reasonable Adjustments or Special Consideration, or
- (f) a request for an appeal of a decision relating to action taken against a Learner following an investigation into malpractice or maladministration,

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 apply to the Relevant Centre for it to make such a request and for the Learner to appeal a Relevant Centre's decision that such a request should not be made.

GCE(Pre-reform)12.2

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 GCE(Pre-reform)13 Target performance in relation to Review Arrangements and appeals process**

GCE(Pre-reform)13.1

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

GCE(Pre-reform)13.2

In respect of each GCE qualification which it makes available, or proposes to make 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 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 Centre).

GCE(Pre-reform)13.3

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

GCE(Pre-reform)13.4

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

### **Application**

GCE(Pre-reform)13.5

Condition GCE(Pre-reform)13.2(e) shall not apply to an awarding organisation until such date as is specified in, or determined under, any notice in writing published by Ofqual under this paragraph.

GCE(Pre-reform)13.6

Any such notice published by Ofqual may be –

- (a) issued in respect of one or more GCE qualifications, and
- (b) varied or withdrawn by Ofqual at any time prior to the date specified in or determined under it.

## **Condition GCE(Pre-reform)14 Reporting of data relating to Review Arrangements and appeals process**

GCE(Pre-reform)14.1

In respect of each GCE qualification which it makes available, an awarding organisation must prepare and publish a report in respect of each year detailing, in respect of that year –

- (a) the number of reviews of Moderation which the awarding organisation has carried out and the number of reviews which have led to a change in the outcome of Moderation,
- (b) the nature of any Moderation Errors which have led to a change in the outcome of Moderation,
- (c) the number of Administrative Errors, the effect of which the awarding organisation has corrected (whether or not as part of an Administrative Error Review),
- (d) the number of Administrative Error Reviews which the awarding organisation has carried out, the number of Administrative Error Reviews which have led to a change of mark and the number of Administrative Error Reviews which have led to a change of result,
- (e) the nature of the Administrative Errors which have been discovered and any steps which the awarding organisation proposes to take to reduce the number of Administrative Errors,
- (f) the number of reviews of marking of Marked Assessment Material which the awarding organisation has carried out, the number of reviews of marking which have led to a change of mark and the number of reviews of marking which have led to a change of result,
- (g) the nature of any Marking Errors which have led to a change of mark on a review of marking and any steps which the awarding organisation proposes to take to reduce Marking Errors,
- (h) any changes which the awarding organisation has made to its Review Arrangements following the monitoring of reviews of Moderation and reviews of marking which the

awarding organisation has carried out,

- (i) the number of appeals which the awarding organisation has conducted and the number of appeals which have been successful, and
- (j) the nature of Marking Errors, Moderation Errors and failures to apply procedures consistently or to follow procedures properly and fairly which have led to an appeal being successful.

GCE(Pre-reform)14.2

The report which an awarding organisation publishes for the purposes of Condition GCE(Pre-reform)14.1 must include, in respect of the year to which the report relates –

- (a) the number of Marked Assessment Materials which have been made available following a request during any target time period and the number of Marked Assessment Materials which have been made available outside any such target time period,
- (b) the number of times it has reported the outcome of a review of Moderation during the target time period and the number of times it has failed to do so,
- (c) the number of times it has reported both the outcome of a review of Moderation and the reasons in respect of the review during the target time period and the number of times it has failed to do so,
- (d) the number of times it has reported the outcome of an Administrative Error Review during the target time period and the number of times it has failed to do so,
- (e) the number of times it has reported the outcome of a review of marking of Marked Assessment Material during the target time period and the number of times it has failed to do so,
- (f) the number of times it has reported both the outcome of a review of marking and the reasons in respect of the review during any target time period and the number of times it has failed to do so, and
- (g) the number of times it has reported the outcome of an

appeal during the target time period for such reporting following the receipt of all evidence in respect of the appeal and the number of times it has failed to do so.

GCE(Pre-reform)14.3

An awarding organisation must ensure that the report prepared in accordance with Condition GCE(Pre-reform)14.1 –

- (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, and
- (b) is published by any date which has been specified by Ofqual in advance.

**Condition GCE(Pre-reform)15    Review Arrangements and certificates**

GCE(Pre-reform)15.1

In respect of each GCE qualification which it makes available, an awarding organisation must take all reasonable steps, including having procedures in place, to ensure that it revokes any certificate if the result on the certificate is revealed to be inaccurate as a consequence of the application of the awarding organisation's Review Arrangements in the case of a Learner.

**Condition GCE(Pre-reform)16    Discovery of failure in assessment processes**

GCE(Pre-reform)16.1

Where the application of the awarding organisation's Review Arrangements or the application of an appeals process in the case of a Learner leads an awarding organisation to discover a failure in its assessment process, it must take all reasonable steps to —

- (a) identify any other Learner who has 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 in the future.

**Condition GCE(Pre-reform)17 Publication of Review Arrangements and appeals process**

GCE(Pre-reform)17.1

In respect of each GCE qualification which it makes available, or proposes to make available, the information which an awarding organisation publishes on its Review Arrangements and on the appeals process it has in place must enable Learners and Centres to have –

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

GCE(Pre-reform)17.2

An awarding organisation must take all reasonable steps to ensure that information which it publishes on its Review Arrangements and its appeals process for a GCE qualification is published sufficiently far in advance of the time at which the qualification to which they relate will be made available to Learners to satisfy the reasonable planning requirements of potential purchasers.



## Condition GCE(Pre-reform)18 Interpretation and definitions

GCE(Pre-reform)18.1 The rules of interpretation and definitions outlined in General Condition J1 shall apply to the GCE (Pre-reform) Qualification Level Conditions.

GCE(Pre-reform)18.2 Except in the circumstances described in Condition GCE(Pre-reform)18.3, the requirements imposed by the GCE (Pre-reform) Qualification Level Conditions apply in addition to the requirements imposed by the General Conditions of Recognition.

GCE(Pre-reform)18.3 To the extent that there is any inconsistency between a requirement of a GCE (Pre-reform) 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 GCE (Pre-reform) Qualification Level Condition and is not obliged to comply with the requirement of the General Condition of Recognition.

GCE(Pre-reform)18.4 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 GCE 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**

The arrival at an outcome of Moderation 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 arrival at an 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.

### **Pilot GCE Qualification**

A GCE A level qualification which is a GCE A level qualification in Geography, a GCE A level qualification in Physics or a GCE A level qualification in Religious Studies.

### **Relevant Centre**

In relation to a Learner, a Centre which –

- (a) has purchased the GCE 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).

### **Review Arrangements**

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

- (a) Condition GCE(Pre-reform)7 – Review of Moderation,
- (b) Condition GCE(Pre-reform)8 – Making Marked Assessment Materials available to Learners,
- (c) Condition GCE(Pre-reform)9 – Administrative Error Review, and
- (d) Condition GCE(Pre-reform)10 – Review of marking of Marked Assessment Material.

# Standard setting requirements

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## Requirements for setting specified levels of attainment for GCE (Pre-reform) qualifications

Condition GCE(Pre-reform)2.1(b) allows us to specify requirements and guidance in relation to the setting of specified levels of attainment for GCE (Pre-reform) qualifications.

We set out below our requirements for the purposes of GCE(Pre-reform)2.1(b).

For ease of reference, the specified levels of attainment used in GCE (Pre-reform) qualifications are referred to below as 'grades'.

### Setting specified levels of attainment

1. Aggregate marks must be calculated on the basis of a uniform mark scale:
  - (a) Uniform marks for each unit<sup>7</sup> must be calculated in such a way as to maintain the Learners' relative position between the raw grade boundaries.
  - (b) Each unit must be reported in uniform marks.
  - (c) Uniform marks for individual assessment units must be added to generate a final grade for the qualification as a whole.
  - (d) Where a Learner has taken more than the required number of units, the awarding organisation must generate the best grade for the Learner.
2. The two key grade boundaries are:
  - (a) E/U
  - (b) A/B.

An awarding organisation must set the grade boundaries in the sequence given above for each unit/Component.

3. Where a unit consists of two or more Components, grade E/U and A/B boundary marks must be determined for each Component separately. The boundary mark for each Component must be scaled as necessary to reflect the weighting for that Component as detailed in the specification, and these scaled Component boundary marks must be added to give unit boundary marks. These

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<sup>7</sup> For the purposes of these requirements a 'unit' is the smallest part of a qualification that is formally reported and can be separately certificated. A unit may comprise separately assessed Components.

unit boundary marks must then be used as the basis for conversion to uniform marks.

4. Where Learners repeat a unit that consists partly of internally assessed work<sup>8</sup>, moderated marks for their internally assessed work may be carried forward during the lifetime of the specification (if allowed by the specification).
5. An awarding organisation must determine the other unit/Component grade boundaries arithmetically:
  - (a) The grade B/C, C/D and D/E boundary marks are calculated by dividing the mark interval between the A/B and E/U boundaries by four.
  - (b) Where there is a remainder of one, the extra mark is added to the A to B mark range.
  - (c) Where there is a remainder of two, one extra mark is added to each of the A to B and B to C mark ranges.
  - (d) Where there is a remainder of three, one extra mark is added to each of the A to B, B to C and C to D mark ranges.
6. For all units, raw marks are converted to uniform marks according to the table below. At qualification level, the uniform mark grade boundaries are set at the same percentages of the maximum uniform mark for the qualification.

For GCE	A	B	C	D	E
Percentage of available uniform marks	80	70	60	50	40

7. A mark of zero on the raw mark scale must always be converted to zero on the uniform mark scale. The maximum raw mark for the unit is always converted to the maximum uniform mark for the unit.
8. With the exception of A level qualifications in mathematics and further mathematics, an A\* grade will be awarded to Learners who achieve grade A overall and also achieve 90 per cent or more of the maximum uniform mark on the aggregate of the A2 units.

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<sup>8</sup> For the purposes of these requirements 'internal assessed work' is work undertaken for a form of assessment in which full examination conditions do not apply. The awarding organisation will specify controls that will apply to how work is set, the conditions under which it will be done and how it will be assessed.

9. For each A level qualification in mathematics, an A\* grade will be awarded to Learners achieving a grade A overall and 90 per cent or more of the maximum uniform mark on the aggregate of units C3 and C4.
10. For each A level qualification in further mathematics, an A\* grade will be awarded to Learners achieving a grade A overall and 90 per cent or more of the maximum uniform mark on the aggregate of their three best A2 units.
11. The maximum uniform mark for a GCE qualification is dependent on the number of units according to the table below.

Number of units	1	2	3	4	5	6	9	12
Maximum uniform mark	100	200	300	400	500	600	900	1,200

12. For double awards, the grade range at qualification level is extended to allow credit for intermediate performance. The uniform mark grade boundaries are set at the percentages of the maximum uniform mark for the qualification according to the table below.

For GCE double award	AA	AB	BB	BC	CC	CD	DD	DE	EE
Percentage of available uniform marks	80	75	70	65	60	55	50	45	40

13. For the applied A level double award, there will be an A\*A\* and an A\*A grade. In each case, Learners will need to achieve an AA grade overall. The A\*A\* grade will be awarded to those achieving 90 per cent or more of the maximum uniform mark on the aggregate of all of the A2 units. The A\*A grade will be awarded to those achieving 90 per cent or more of the maximum uniform mark on the aggregate of the three best A2 units but not achieving A\*A\*. For the applied A level nine-unit award, there will be an A\*A grade (but not an A\*A\* grade). A\*A will be awarded to Learners who achieve grade AA on the nine-unit award overall and 90 per cent or more of the maximum uniform mark on the three A2 units.

# 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 Centre<sup>9</sup>

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>
<b>A</b>	Date results are issued.	
<b>B</b>	Date by which a request for Marked Assessment Material must be made (where applicable <sup>10</sup> ).	
<b>C</b>	Date of receipt of Marked Assessment Material <sup>11</sup> .	
<b>D</b>	Date by which a request for a review of marking of Marked Assessment Material must be made <sup>12</sup> .	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

<sup>9</sup> The footnotes in the table are for information only.

<sup>10</sup> 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.

<sup>11</sup> 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.

<sup>12</sup> Any date which is set must comply with Condition GCE(Pre-reform)10.3, including complying with the requirements set out in the table.

		least two weeks following Stage C to make the request.
<b>E</b>	Date awarding organisation reports the outcome of the review of marking <sup>13</sup> .	
<b>F</b>	Date by which reasons for the outcome of the review must be requested <sup>14</sup> .	
<b>G</b>	Date awarding organisation provides reasons for the outcome of the review.	
<b>H</b>	Date by which an appeal of the result of the assessment must be requested <sup>15</sup> .	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.
<b>I</b>	Awarding organisation reports outcome of the appeal <sup>16</sup> .	

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<sup>13</sup> 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.

<sup>14</sup> 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.

<sup>15</sup> Any date which is set must comply with Condition GCE(Pre-reform)11.4, including complying with the requirements set out in the table.

<sup>16</sup> 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 Centre<sup>17</sup>

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'.

	<b>STAGE</b>	<b>TIMEFRAME REQUIREMENTS</b>
<b>A</b>	Date awarding organisation issues the outcome of its Moderation.	
<b>B</b>	Date by which a request for a review of Moderation must be made <sup>18</sup> .	Centre making the request must be allowed at least four weeks following Stage A to make the request.
<b>C</b>	Date awarding organisation reports the outcome of the review of Moderation <sup>19</sup> .	
<b>D</b>	Date awarding organisation provides reasons for the outcome of the review <sup>20</sup> .	
<b>E</b>	Date by which an appeal of the outcome of Moderation must be requested <sup>21</sup> .	Centre making the request must be allowed at least four weeks following Stage C to make the request,

<sup>17</sup> The footnotes in the table are for information only.

<sup>18</sup> Any date which is set must comply with Condition GCE(Pre-reform)7.3, including complying with the requirements set out in the table.

<sup>19</sup> 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.

<sup>20</sup> 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.

<sup>21</sup> Any date which is set must comply with Condition GCE(Pre-reform)11.4, including complying with the requirements set out in the table.

		and  Centre making the request must be allowed at least two weeks following Stage D to make the request.
<b>F</b>	Awarding organisation reports outcome of the appeal <sup>22</sup> .	

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<sup>22</sup> 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.

# Appendix 1: Revisions to this document

The table below sets out when the *General Conditions of Recognition in respect of GCE Qualifications* initially came into force and when they were subsequently revised.

Revisions	Date in force
<ul style="list-style-type: none"> <li>■ Requirements for key dates (consolidation – requirements in force from 1 May 2017)</li> </ul>	29 June 2017
<ul style="list-style-type: none"> <li>■ GCE(Pre-reform)3 – Marking arrangements (new)</li> <li>■ GCE(Pre-reform)4 – Moderation arrangements (new)</li> <li>■ GCE(Pre-reform)5 – Review of marking of centre-marked assessments (new)</li> <li>■ GCE(Pre-reform)6 – Notification of Moderation outcome (new)</li> <li>■ GCE(Pre-reform)7 – Review of Moderation (new)</li> <li>■ GCE(Pre-reform)8 – Making Marked Assessment Materials available to Learners (new)</li> <li>■ GCE(Pre-reform)9 – Administrative Error Review (new)</li> <li>■ GCE(Pre-reform)10 – Review of marking of Marked Assessment Material (new)</li> <li>■ GCE(Pre-reform)11 – Appeals process for GCE qualifications (new)</li> <li>■ GCE(Pre-reform)12 – Centre decisions relating to Review Arrangements (new)</li> <li>■ GCE(Pre-reform)13 – Target performance in relation to Review Arrangements and appeals process(new)</li> <li>■ GCE(Pre-reform)14 – Reporting of data relating to Review Arrangements and appeals process (new)</li> <li>■ GCE(Pre-reform)15 – Review Arrangements and certificates (new)</li> <li>■ GCE(Pre-reform)16 – Discovery of failure in assessment processes (new)</li> <li>■ GCE(Pre-reform)17 – Publication of Review Arrangements and appeals process (new)</li> <li>■ GCE(Pre-reform)18 – Interpretation and Definitions (amended and renumbered)</li> <li>■ Revised description of qualifications to which the Conditions apply</li> </ul>	18 August 2016

<p>Republished as <i>Pre-reform GCE Qualification Level Conditions and Requirements</i></p> <ul style="list-style-type: none"> <li>■ GCE(Pre-reform)1 – Assessment arrangements (renumbered)</li> <li>■ GCE (Pre-reform)2 – standard setting (new)</li> <li>■ GCE (Pre-reform)3 – Interpretation (new)</li> <li>■ Standard setting requirements (new)</li> </ul>	24 June 2016
Updated list of qualifications to which the Conditions apply	12 April 2016
Updated list of qualifications to which the Conditions apply	23 April 2015
<p>Republished as <i>GCE Qualification Level Conditions</i></p> <ul style="list-style-type: none"> <li>■ GCE1 Assessment arrangements (amendment)</li> </ul>	31 October 2014
<ul style="list-style-type: none"> <li>■ First edition (published as <i>General Conditions of Recognition in respect of GCE Qualifications</i>)</li> </ul>	5 September 2013

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