EBIS

EGYPT BRITANNIA INTERNATIONAL SCHOOL

NEW CAPITAL

EXAMINATIONS INTERNAL APPEALS PROCEDURE

Fair • Transparent • Timely • Evidence-Based

HEARD	FAIR	EVIDENCED	TRANSPARENT	COMPLIANT
Candidates can raise concerns	Independent review where needed	Decisions are documented	Routes and deadlines are clear	Awarding-body rules are followed

OUR APPEALS PRINCIPLE

Candidates must have a clear internal route to challenge relevant centre decisions before an awarding-body deadline is missed.

POLICY OWNER	Examinations Officer / Head of Centre
APPROVED BY	Head of Centre / Board
EFFECTIVE FROM	September 2026
NEXT REVIEW	September 2027

1. PURPOSE AND SCOPE

This procedure explains how EBIS candidates may challenge specified examination and assessment decisions made by the centre, and how the school will consider requests to pursue a review or appeal with Pearson or another relevant awarding organisation.

It applies to internal candidates entered by EBIS. Private candidates may have different rights to approach an awarding organisation directly and will be advised in accordance with the relevant awarding-body rules.

SEPARATE FROM SCHOOL COMPLAINTS

This procedure concerns examinations and assessment decisions. General concerns about school provision or communication are handled through the EBIS Complaints Policy.

2. REGULATORY FRAMEWORK

EBIS operates this procedure with reference to the current requirements of Pearson and, where applicable to the qualification, the Joint Council for Qualifications (JCQ). The school will always use the current published awarding-body rules and deadlines for the relevant examination series.

- Pearson post-results and appeals requirements.
- JCQ A guide to the awarding organisations' appeals processes, effective from the June 2026 examination series.
- JCQ Post-Results Services requirements.
- JCQ requirements for internal assessment decisions and informing candidates of centre-assessed marks.
- Relevant qualification specifications and instructions for conducting coursework/non-examination assessment.

3. WHAT THIS PROCEDURE COVERS

- A candidate's request for a review of a centre-assessed mark before marks are submitted to the awarding organisation, where the qualification rules provide for this.
- A decision to reject or not accept internally assessed work on grounds including malpractice or inability to authenticate the work, where applicable.
- A centre decision not to request a clerical re-check, review of marking, review of moderation or other post-results service on a candidate's behalf.
- A centre decision not to submit an appeal to the awarding organisation after the outcome of an eligible post-results service.
- Relevant centre decisions concerning access arrangements, reasonable adjustments or special consideration, where an internal review route is appropriate.
- Other examination-related decisions where the relevant awarding-body regulations require or permit an internal appeal.

IMPORTANT DISTINCTION

An appeal against an examination result is not simply a request for another mark. For results appeals, the appropriate post-results service must normally have been completed first, and permitted grounds must then exist for an awarding-body appeal.

4. CORE PRINCIPLES

IMPARTIAL

The reviewer will not have made the original decision where practicable.

TRANSPARENT

Candidates receive clear reasons, routes and deadlines.

EVIDENCED

Relevant records, criteria and awarding-body requirements are considered.

ACCESSIBLE

CONFIDENTIAL

TIMELY

Candidates can explain their grounds and provide relevant evidence.	Information is shared only with those who need it.	Internal review is completed quickly enough to protect external deadlines.

5. INTERNAL APPEAL: CENTRE-ASSESSED MARKS

Where a qualification includes work marked by EBIS and the awarding-body rules require candidates to be informed of their centre-assessed marks before submission, candidates will be given sufficient time to request a review.

- The request must identify the component/unit and explain the grounds for review.
- The review will consider whether the published assessment criteria and the school's internal standardisation procedures were applied correctly.
- The review will be undertaken by an appropriate person who has suitable competence and who was not the original marker wherever practicable.
- The reviewer will not replace the original mark merely because they might have awarded a different mark; the issue is whether the original marking was reasonable and consistent with the assessment criteria.
- The candidate will be informed in writing of the outcome before the awarding-body submission deadline.
- A reviewed mark may remain the same or change where the applicable awarding-body rules permit.

6. POST-RESULTS SERVICES AND REQUESTS TO APPEAL

After results are issued, candidates may ask EBIS to consider an appropriate post-results service. Internal candidates do not normally submit appeals directly to Pearson; representations are made through the centre.

RESULT	REVIEW	REQUEST	DECIDE	SUBMIT
Candidate receives result	Eligible post-results service considered	Candidate asks centre to appeal	Head of Centre reviews grounds	Centre submits valid appeal on time

For an appeal against the outcome of a clerical re-check, review of marking or review of moderation, the relevant post-results outcome must first have been received. Current JCQ/Pearson rules require such appeals to be submitted within 30 calendar days of the awarding organisation issuing the outcome.

Appeals concerning reasonable adjustments, special consideration or malpractice decisions normally have shorter awarding-body deadlines. Current JCQ/Pearson guidance specifies 14 calendar days for these categories. EBIS will therefore set an earlier internal deadline where necessary to allow the centre to review and submit a valid application.

7. IF EBIS DECIDES NOT TO SUPPORT AN EXTERNAL APPEAL

A candidate or parent/carer may request an internal review if they disagree with a centre decision not to pursue an eligible post-results service or not to submit an appeal to the awarding organisation.

- The request should be made in writing to the Examinations Officer as soon as possible and within any internal deadline communicated by the school.
- The request must explain why the candidate believes the centre's decision should be reconsidered and identify any relevant evidence or awarding-body provision.
- The matter will be referred to the Head of Centre or an appropriate senior leader who was not materially involved in the original decision wherever practicable.

- The reviewer will consider the candidate's representations, the available evidence, the permitted grounds, the prospects of a valid appeal, relevant fees and the external submission deadline.
- The outcome and reasons will be communicated promptly in writing.
- If the review concludes that an eligible appeal should be supported, the centre will obtain any required candidate consent and submit it within the awarding-body deadline.

CANDIDATE CONSENT

Where required, written candidate consent must be obtained before a review of marking or subsequent appeal because the final mark or grade may go down, stay the same or go up.

8. GROUNDS FOR AN AWARDING-BODY APPEAL

EBIS will only submit an appeal where the relevant awarding-body rules permit it and there are properly stated grounds. For Pearson/JCQ results appeals, grounds may include a marking or moderation error that was not corrected through the review process, or a failure by the awarding organisation to apply its procedures consistently, properly or fairly.

The Head of Centre is not required to submit an appeal simply because a candidate is disappointed with a result. The school will, however, give the candidate or parent/carer a reasonable opportunity to explain their view before deciding whether to support an appeal.

9. PEARSON / AWARDING-BODY APPEAL PROCESS

Stage One - Preliminary Appeal

Where EBIS submits a valid appeal, the awarding organisation conducts its own review in accordance with its published process. Pearson describes Stage One as a preliminary appeal reviewed by a person who has not previously been involved in the matter.

Stage Two - Appeal Hearing

Where permitted following Stage One, the Head of Centre may request an appeal hearing within the awarding organisation's published deadline. The hearing is an external awarding-body process, not an EBIS complaints panel. A member of centre staff represents the centre for an internal candidate.

POSSIBLE OUTCOME

Candidates must understand that, where the rules permit a mark or grade to be reconsidered, the outcome may be lower, unchanged or higher.

10. ACCESS ARRANGEMENTS, REASONABLE ADJUSTMENTS AND SPECIAL CONSIDERATION

A candidate who believes that an examination-related decision concerning access arrangements, reasonable adjustments or special consideration has not been handled correctly should raise the matter immediately with the Examinations Officer and relevant Inclusion staff.

EBIS will review the applicable evidence, qualification rules and awarding-body decision. Where an awarding-body appeal is available, the school will follow the published grounds and deadline. Current Pearson/JCQ guidance normally requires appeals against reasonable-adjustment or special-consideration decisions within 14 calendar days of the original decision.

11. MALPRACTICE DECISIONS

Where an awarding organisation makes a malpractice decision affecting a candidate, EBIS will explain the outcome and any available appeal route. Current Pearson/JCQ guidance normally requires an appeal against a malpractice decision within 14 calendar days.

Internal concerns about suspected malpractice are handled under the school's examinations malpractice procedures. Nothing in this appeals procedure prevents EBIS from meeting its duty to report suspected malpractice to an awarding organisation.

12. FEES

Awarding organisations may charge fees for post-results services and appeals. EBIS will explain any applicable fee before a request is submitted. Where an awarding organisation refunds a fee because an appeal is upheld, the school will pass on any refund due to the person who paid the fee, subject to the awarding organisation's rules.

13. RECORDS, CONFIDENTIALITY AND CONFLICTS OF INTEREST

- The Examinations Officer will retain a record of internal appeals, decisions, reasons, evidence considered, consent and relevant correspondence.
- Records will be stored securely in accordance with the EBIS Data Protection Policy and applicable awarding-body requirements.
- Anyone with a material conflict of interest will not determine the internal appeal.
- Information will be shared only where necessary to manage the appeal, meet regulatory requirements or protect the integrity of the examination process.

14. COMMUNICATION AND ACCESSIBILITY

This procedure will be made available to candidates and parents/carers and drawn to their attention at appropriate points in the examination cycle. EBIS will make reasonable adjustments to the internal appeals process where a disability, language or communication need would otherwise create a barrier to participation.

15. RESPONSIBILITIES

Head of Centre

Has overall accountability for centre compliance and decides whether the centre will support and submit an awarding-body appeal where required.

Examinations Officer

Communicates procedures and deadlines, receives requests, maintains records, coordinates consent and submits approved applications.

Subject / Curriculum Leaders

Provide relevant assessment evidence, specifications, mark schemes and standardisation records where required.

Head of Inclusion / SENCO-equivalent role

Supports matters involving access arrangements, reasonable adjustments and relevant candidate needs.

Candidates and Parents/Carers

Raise requests promptly, provide clear grounds and evidence, meet internal deadlines and give required consent.

16. POLICY REVIEW

This procedure is reviewed annually and whenever Pearson, JCQ or other relevant awarding-body requirements change. Examination-series deadlines and forms will be checked against the current published guidance rather than relying solely on dates reproduced in this policy.

EBIS COMMITMENT

Examination appeals will be handled promptly, fairly and transparently so that candidates can exercise their rights without putting external awarding-body deadlines at risk.