



POLSKA MACIERZ SZKOLNA
POLISH EDUCATIONAL SOCIETY

238 King Street, London W6 0RF • Tel.: +44 (0)20-8741 1993 • e-mail pms@polskamacierz.org
www.polskamacierz.org • Registered Charity 1159980

Polish Educational Society Exam Centre No 10157

Examination appeals policy and procedure

The Polish Educational Society Examination Centre gives students the opportunity to sit the Polish Language examinations at **GCSE** and **A Level**. Examinations are conducted in accordance with **AQA** procedures and guidelines and JCQ regulations.

The Polish Educational Society Examination Centre is committed to ensuring that data provided by candidates are processed and authenticated according to the requirements of the relevant specification for each exam.

The Polish Educational Society Examination Centre is committed to ensuring that the examination series is conducted according to the JCQ regulations and AQA requirements.

If a student or parent feels that the effort put into the exam may not reflect the grade, they may make use of the appeals procedure. Where a candidate is unhappy with the mark awarded for a particular exam unit a clerical check or remark may be requested via the Exams Office. The candidate will be required to acknowledge that his/her grade may be **confirmed, raised or lowered**. The Polish Educational Society will support all enquiries into results, but candidates will be responsible for paying the relevant fee at the time of the request.

Details of the procedure for appeals are as follows:

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1. Appeals should be made as soon as possible and must be made at least two weeks before the end of the last externally assessed paper in the examinations series. To submit an appeal of a result, students are required to send a completed appeal of a result form by post to the Polish Educational Society or by email to examcentre@polskamacierz.org before the relevant deadline.
2. Appeals should be made in writing to Examinations Officer, Magdalena Synowiec who will investigate the appeal.
3. The Examinations Officer will decide whether the process used for the internal assessment conformed with the requirements of the examination board. This will be done before the end of the examination series.
4. The outcome of any appeal will be presented in writing to the candidate, including any correspondence with the examination board or any changes made to the assessment of the work.
5. The outcome of the appeal will be made known to the head of centre, Elżbieta Barrass. A written record of the appeal will be kept and made available to the examination board at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.
6. After work has been assessed internally it is moderated by the examination board to ensure consistency between centres. This process is outside the control of the Polish Educational Society and is NOT covered by the procedure outlined above.

Following the release of results by the awarding bodies, there is a period of time during which the following enquiries about results can be made by the centre to the awarding bodies. The following processes need to be distinguished:

1. **Clerical re-check** (a clerical re-check of a marked paper will make sure that the examiners marked all the pages, counted all the marks and the result matches the marks on the paper.
Fees: £20 per unit/component for GCSE and A-level
Deadline: 18 September 2026
2. **Review of marking** (a check by a senior examiner that the mark scheme has been adhered to)
Fees: £55 per unit/component for GCSE
£60 per unit/component for A level
£70 per unit/component for A-level priority review of marking
Deadline: Priority review: 18 August 2026
Review: 18 September 2026

3. **Review of Moderation of coursework** – only available when the centre's original marking has been changed and applies to ALL candidates for that subject.
4. **Appeals**
 - **Stage 1 (Preliminary appeal)** - £150
 - **Stage 2 (Appeal Hearing)** - £250

In all cases it is important to realise that an Enquiry about Results can result in a mark being reduced, stay the same or be increased; a fee is charged for these services.

Further guidance to inform and implement appeals procedures

JCQ publications

General Regulations for Approved Centres

<https://www.jcq.org.uk/exams-office/general-regulations>

Post-Results Services

<https://www.jcq.org.uk/exams-office/post-results-services>

JCQ Appeals Booklet

<https://www.jcq.org.uk/exams-office/appeals>

Notice to Centres - Reviews of marking (centre assessed marks)

<https://www.jcq.org.uk/exams-office/controlled-assessments>

<https://www.jcq.org.uk/exams-office/coursework>

<https://www.jcq.org.uk/exams-office/non-examination-assessments>

Ofqual

GCSE (9 to 1) qualification-level conditions and requirements

<https://www.gov.uk/government/publications/gcse-9-to-1-qualification-levelconditions>

GCE qualification-level conditions and requirements

<https://www.gov.uk/government/publications/gce-qualification-level-conditions-andrequirements>

Pre-reform GCE qualification-level conditions and requirements

<https://www.gov.uk/government/publications/gce-qualification-level-conditions-for-prereform-qualifications>

Magdalena Synowiec

Examination Officer