

### **Internally Awarded Marks Appeal Process – Information for Candidates**

1. The school will ensure that candidates are informed of their centre assessed marks so that they may request a review of the school’s marking before marks are submitted to the awarding body.
2. If candidates wish they to request copies of materials to assist them in considering whether to request a review of the centre’s marking of the assessment, then this must be done in writing via their subject teacher.
3. The school will, having received a request for copies of materials, promptly make them available to the candidate.
4. The school will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing for the attention of the Examinations Officer.
6. The school will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body’s deadline.
7. The school will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. The school will instruct the reviewer to ensure that the candidate’s mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre’s marking.
10. The outcome of the review of the centre’s marking will be made known to the Head of School and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the school’s marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

<b>Timeline</b>	
<b>ACTION</b>	<b>DEADLINE</b>
Issue mark to students	10 working days prior to exams office deadline
Student requests materials	1 working day after prior action
Issue materials to student	1 working day after prior action
Student decides whether to review (in writing)	4 working days after receiving materials
Conduct review	To be completed 1 working day prior to exams office deadline
Issue outcome to parents	To be issued 1 working day prior to exams office deadline

After candidates’ work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of the school and is not covered by this procedure.