Presdales School

Title	Internal Appeals Procedure (For internally marked, externally moderated assessments)
Version	March 2023
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Committee Responsible	Resources
Trust Link	Maddie Waller
Date approved by Committee	March 2023
Date approved by Full Trust Board	NA
Review Date	March 2024

Enquiries & comments
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Internal Appeals Procedure – Centre Assessed Marks
To include: BTEC and GCE Coursework, GCE and GCSE non-examination assessments.

We are committed to ensuring that whenever we mark candidates' work, this is completed fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.
Candidates' work will be marked by subject teachers who have appropriate knowledge, understanding and skill, and who have been trained in this activity. We are committed to ensuring that work produced by candidates is authenticated in line with the requirements of the examining body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation ensures consistency of marking.

1. Candidates will submit all required assessments related to the specification by the internal deadlines set by each department.
2. Candidates will be informed of their centre assessed marks (**these will be marks and not grades),** at least 2 weeks before the exam board marks submission deadline.
3. Candidates may request a review of the centre's marking before marks are submitted to the awarding body. Candidates may request the full unit specification, mark scheme and a copy of their assessment from the Subject Leader.
4. Candidates are advised that if they request a review of marking, this will be undertaken by a suitably qualified member of the teaching staff (assessor) who teaches the same subject specification.
5. The assessor will have no previous involvement in the assessment of that candidate and has no personal interest in the review. Candidates are reminded that marks may stay the same, go up or go down.
6. Candidates are reminded that any marking, within the school or arranged by the school would be seen as internal moderation and the examination boards will review marking across the whole country, thus all marks are subject to further change through external moderation.
7. On receipt of marks, candidates have a minimum two days to determine whether they wish to appeal the mark. Requests for reviews must be with the Examinations Office within two days of receiving the marks.
8. Requests for reviews **must** be made in writing using the Internal Appeals Form available from the Examination Officer. The candidate must state referring to the **unit specification and mark scheme,** where they believe marks have not been allocated correctly in their assessment.
9. The marking review will be undertaken and completed in advance of the exam boards deadlines and the outcome communicated to the candidate in writing by the Examinations Officer.
10. The outcome of the review of the centre's marking will be made known to the head of centre 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 centre's marking bring any irregularity to light, the awarding body will be informed immediately.
11. In the event of there being a current member of staff available to conduct re-moderation there will be an administration charge of £30 per student per appeal. Where we are unable to fulfil the above requirements for re-moderation internally, a charge will be levied to cover administration costs. This will be £40 per student per appeal.

Internal appeals form

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Name		**Candidate number**	
Awarding body		**Exam paper code**	
Subject		**Exam paper title**	

Please state the grounds for your appeal below

(If applicable, tick below)

☐ I am aware that in requesting a review of centre assessed marking of my work that marks may stay the same, go up or go down.

☐ I have been informed of any cost for re-moderation

Candidates Signature		Date	
Parent/Carer signature		Date	

This form must be signed, dated and returned to Mrs Martin (Exams Officer) by the deadline.