



NOTICE TO GCE/GCSE EXAMINATION CANDIDATES Internal Assessment Procedure – Appeals

- This is to let you know how to appeal about the procedures used in internal assessment for work that contributes to a GCSE/GCE award.
- This relates to GCSE/GCE Centre assessed coursework/controlled assessment and is utilised only when the work has been moderated and a Centre assessed mark has been awarded.
- The outcome of the Appeal may be rendered irrelevant in the light of external moderation by the Examination Board and subsequent changes to marks awarded.
- Before embarking upon an Appeal, candidates should discuss with their parents the implications involved and whether they are likely to achieve a positive outcome.
- The procedure at this examination centre, The Kings of Wessex Academy, will be supervised by Mr Hughes. Information will be available from the Examinations Office. Mr Richardson will be aware of the details of all appeals in progress, and advised of their outcome.
- Any appeal will be considered by at least three members of The Kings of Wessex Academy, including the academy's Exams Officer, an experienced Subject Leader and a Governor.
- You will be allowed to be supported in the presentation of your case by a parent, carer, or friend.
- A written record of all Appeals will be held in the Examinations Office. This will include a record of the outcome, including the reasons for that outcome. A copy will be sent to you.
- All Appeals will include a review of the procedure used at The Kings of Wessex Academy to award marks for internal assessments to ensure that this complies with the requirements of the Awarding Body, and the published Code of Practice.
- You must complete the relevant form by 31 May of the year that the coursework/controlled assessment was assessed.
- The Kings of Wessex Academy will inform the Awarding Body of the outcome of any Appeal which has implications for the conduct of examinations or the issue of results at the Kings of Wessex Academy and full details of any Appeal will be made available to the Awarding Body on request.
- If the Academy is unwilling to support your appeal, a meeting can be arranged by the Assistant Headteacher (Exams) at which you may be accompanied by a parent/carer/friend. Everything that happens at the meeting will be written down and you will be given a copy.
If the meeting does not resolve the problem to your satisfaction you will be able to follow the standard complaints procedure.

How do I make an Appeal?

- ✓ You should seek advice from your Tutor, or relevant subject staff.
- ✓ If you wish to make an Appeal, please fill in the *Internal Appeals Form*. A blank copy of this will be available from your Tutor, or from the Examinations Office.
- ✓ Return the completed form to the Examinations Office.



INTERNAL APPEALS FORM

Name:		Tutor Group:	
Subject:		Unit/Module:	
Class Teacher:		Class:	
Mark Awarded:		Grade:	

Please detail below the circumstances surrounding your appeal:

Any additional information relevant to your appeal:

Signed:

Date:

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