



APPEAL AGAINST THE MARKING OF A NON-EXAMINED ASSESSMENT

TIMELINE	DATE
Assessment mark given to pupil. If pupil is unhappy with the process (not the mark), they can have an informal discussion with the Head of Department. Copies (not originals) of materials and policy to be available the same day.	
Deadline for appeal application with a completed form should be emailed by the parent to the Deputy Head Academic within five calendar days of the assessment mark.	
The Deputy Head Academic will give a written outcome within seven calendar days of receiving the appeal	

Surname	Forename	Candidate Number

I request that St Edmund's College re-examines the internal marking of the following non-examined assessment.

Subject	Unit Code	Original Mark Awarded

Reasons For Appeal

I understand that the outcome of the review will be communicated to me in writing by the date stated above.

I have read the Procedure for Appeals against Internal Assessments in External Qualifications 2024/2025.

I understand that the moderation process carried out by the awarding bodies may result in a mark change, either up or down, even after an internal appeal. The mark submitted to the awarding body should therefore be considered provisional.

Candidate Signature	Date
Parent/Guardian Signature	Date
Deputy Head Academic	Date of Receipt

NOTES:

- An appeal for a Review of Marking of Non-examined assessment must clearly explain the grounds for the appeal.
- Appeals can only be made on the basis of misapplication of the mark scheme or failure to adhere to JCQ or awarding body regulations.
- The mark scheme is accessible on the relevant subject area of the awarding body website.
- The form must be received by the Head of Department by the relevant deadline as stated over.
- Access to work will be supervised at all times under secure conditions and a copy of the mark scheme will be made available.
- Candidates must be aware that the mark given by the centre is then submitted to the exam board who then moderate all work. The moderation process can result in marks being changed, either upwards or downwards, even after an internal review. The mark provided by the centre remains a provisional mark until the moderation process has been completed.
- If a hearing is requested following the appeal outcome, this must be made on email to the Deputy Head Academic within 24 hours and the pupil must be available for a meeting with the Head of Centre or other delegated Senior Leader the next working day.