

INTERNALLY ASSESSED MARKS

APPEAL FORM 2024

Candidate name:		Candidate number:	
Exam season:			
Qualification title e.g AQA GCSE English Language			
Original mark:		Post appeal mark: <i>To be completed by the reviewer</i>	
Grounds for appeal Please tick one or both of the options if they apply to your request. If you don't think either apply, we will still conduct a review for administrative and procedural errors so we can be certain that your mark is as we intended.			
Administrative Error mis-application of the mark scheme	<input type="checkbox"/>	Procedural Error failure to adhere to JCQ or awarding body regulations.	<input type="checkbox"/>
Supporting evidence: Please provide a short explanation of what you believe has impacted your mark.			
Office use only:			
Date Received:			
Date of Review of work:			
Signature of Staff member to confirm work reviewed under secure conditions:			
Reviewer:			
Reviewers comments:			
DATE CLOSED:			
STUDENT NOTIFIED:			

NOTES:

- An appeal for a Review of Marking of Centre Assessed Marks must clearly explain the grounds for the appeal.
- Appeals can only be made on the basis of mis-application 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 EO by the relevant deadline(s)
- If a candidate wishes to review their work before submitting an appeal then the section detailing grounds should not be completed. The form will be returned following access to the work to allow the candidate to proceed if they still wish.
- 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.