

The Cottesloe School – Internal Examination Appeals Request

This form should be completed if you wish to appeal against the administration of any internal assignment or the mark you have been awarded for an internally marked assignment that will contribute to your final external qualification. External qualifications include GCSE, A or AS Level, OCR National awards. An internally marked assignment is any piece of work that is marked by one of your teachers: to appeal against a mark awarded by an external Awarding Body you must use the appropriate Awarding Body's procedures.

You should discuss the matter with The Examinations Officer before completing this form: she can also advise you on the status of the work you are unhappy with.

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|--|--|-------------------------|----------------------|
| Name of student: | <input type="text"/> | Form: | <input type="text"/> |
| Course for which the work was submitted | <input type="text"/> | Level: (GCSE/A, etc) | <input type="text"/> |
| Unit/Module Title | <input type="text"/> | Head Teacher: | <input type="text"/> |
| Description of Task or module that you are appealing against | <input type="text"/> | | |
| Name of Marker/Teacher:- | <input type="text"/> | Mark Awarded: | <input type="text"/> |
| I am appealing against: | <input type="text" value="The Marking/The Procedures used"/> | Approximate Grade: | <input type="text"/> |

Give a brief description of the grounds on which you are making the appeal. Your appeal should be based on **either** evidence that the quality of your work is above the mark/grade awarded **or** that the procedures used in the internal assessment did not conform to the published requirements of the Awarding Body

Signed:- _____(student) _____(parent or guardian)Date:_____

Outcome:-

Stage 1 (procedures) (date) _____ Stage 2 (marking) _____ Stage 3 (decision) _____

Your appeal has gone through the stages dated above and has been**upheld** / **refused**
Your mark has been amended to _____ / Your original mark has been upheld

If stage 3 of the appeal process has not been reached you may ask for you appeal to move to the next stage. If you wish to do this, you must take this form to Mrs A Lynott within 2 working days of receiving this reply.

Signature:_____ (Assistant Head Teacher)_____ (Student)