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Procedure 36 – Student Version

Assessment Appeal Procedure

GCSE, GCE Review of Marks for Controlled Assessments and Coursework

Before coursework is submitted to an awarding body for moderation your centre must:

* Inform you of the marks awarded
* Make copies of your assessed work available
* Allow sufficient time to have the work reviewed if requested by a student
* Ensure any review of marking is carried out by a competent Assessor with no prior involvement or interest in the review

Before coursework is submitted to an awarding body for moderation you may:

* Request copies of the assessed work
* Have the work reviewed by a competent assessor not involved in the original marking
* Be informed of the outcome of any review

NOTE: THIS IS A SUMMARISED VERSION. FOR THE FULL DETAILS PLEASE REFER TO THE WHOLE POLICY DOCUMENT.

Appeals procedure:

If you would like to appeal against the assessment grading decision for a piece of coursework because you believe it to be inaccurate, follow this procedure:

Agreed grade

Settled

Stage 1: Informal discussion with assessor

Unsettled

Complete Assessment Appeal Record Stage 1

IM/IV/IQA verifies assessment, makes comment on Assessment Appeal Record – Stage 2

Informs student

Agreed grade

Settled

Agreed grade

Unsettled

Appeal panel reviews assessment decision within 10 days. Confirms on Assessment Appeal Record – Stage 3

Decision declared within 5 days of meeting

Informs student

Settled

Unsettled

Student refers to Awarding Body