

Internal appeals form

| FOR CENTRE USE ONLY | |
|---------------------|--|
| Date received | |
| Reference No. | |



Please tick box to indicate the nature of your appeal

- Appeal against an internal assessment decision
- Appeal against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal

| | |
|---|--------------------|
| Name of appellant | |
| Candidate name if different to appellant | |
| Course subject/Exam paper title | |
| Please state the grounds for your appeal below | |
| <p>If your complaint is lengthy please write as bullet points; please keep to the point and include relevant detail such as dates, names etc. and provide any evidence you may have to support what you say</p> <p>Your appeal should identify the centre's failure to follow procedures as set out in the relevant policy, and/or issues in teaching and learning which have impacted the candidate</p> <p><i>If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed</i></p> | |
| Detail any steps you have already taken to resolve the issue(s) and what you would consider to be a good resolution to the issue(s) | |
| Appellant signature: | Date of signature: |

This form must be completed in full and returned to the Exams Officer. An incomplete form will be returned to the appellant

On receipt, all appeals will be assigned a reference number and logged.

The outcome of any reviews of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.