

Appendix 1

TIMESCALES

Process	Timescale	Example
Marks given to candidates	-	Day 1
Candidate requests copies of materials	3 school days	Days 1-3
Copies of materials given to candidates	2 school days	Days 4-5
Chance for candidates to lodge an appeal using the ' <i>Internal Appeals Form</i> ' Appendix 2	5 school days	Days 6-10
School to look into appeal	10 school days	Days 11-20
School to inform candidate of final outcome – whether mark is upheld, or mark has been changed. Candidates must note in this process that their mark can go down, as well as up. This decision with be final.	-	Day 20

* These days are maximum amount of time, processes can be done sooner.

Appendix 2

Internal Appeals form

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

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

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Name of appellant		Candidate name if different to appellant	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below

(If applicable, tick below)

- Where my appeal is against an internal assessment decision I wish to request a review of the centre's marking

If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Appellant signature:
signature:

Date of

This form must be signed, dated and returned to the exams officer on behalf of the head of centre to the timescale indicated in the relevant appeals procedure