

Sacred Heart of Mary Girls' School



NOTICE TO GCE/GCSE EXAMINATION CANDIDATES

Internal Assessment Procedure – Appeals

- This is to let you know how to appeal about the procedures used in internal assessment for work that contributes to a GCSE/GCE award.
- Note that appeals may only be made against the process that led to the assessment and **not** against the mark or grade.
- The procedure at this examination centre Sacred Heart of Mary Girls' School will be supervised by Mr Bright. Information will be available from the Examinations Office. Mrs Williams will be aware of the details of all appeals in progress, and advised of their outcome.
- Any appeal will be considered by at least three members of Sacred Heart of Mary Girls' School staff, including your Teacher.
- You will be allowed to be supported in the presentation of your case by a parent, guardian, or friend.
- A written record of all Appeals will be held in the Examinations Office. This record will include a note of the outcome, including the reasons for that outcome. A copy will be sent to you.
- All Appeals will include a review of the procedure used at Sacred Heart of Mary Girls' School to award marks for internal assessments to ensure that this complies with the requirements of the Awarding Body, and the published Code of Practice.
- You must complete the relevant form at least two weeks **before** the date of the final written examination paper in the subject that exam session. An internal Appeal will be resolved by the date of the final written examination paper of the session.
- Sacred Heart of Mary Girls' School will inform the Awarding Body of the outcome of any Appeal which has implications for the conduct of examinations or the issue of results at Sacred Heart of Mary Girls' School and full details of any Appeal will be made available to the Awarding Body on request.

How do I make an Appeal?

- ✓ You should seek advice from your Tutor, or relevant subject teacher.
- ✓ If you wish to make an Appeal, please fill in the relevant form. A blank copy of this will be available from the Examinations Office.
- ✓ Return the completed form to the Examinations Office **no later** than two weeks before the date of the final written paper.
- Enquiry about Results (EARs) forms are available from the Exams Office. It is advisable to consult your subject teacher or head of department before proceeding.