

Application for an Appeal Against Non-Examination Assessment Marks

Non-Examination Assessments form a vital part of some Examination Specifications. This work is completed in school and marked by school staff. These **marks** are submitted to the Examination Boards who moderate a sample of the work so to ensure the national standards are met. During this process it is possible that the **marks** could be moved up or down.

Examination **Grades** are awarded by the Examination Boards and are subject to change within each examination season.

As a candidate you have the right to appeal the marking of your Non-Examination Assessment Marks. When **marks** are issued by your class teacher, they will either inform you of where you can obtain a copy of the marking criteria or provide you with a copy so you can review your **mark**.

It is important to note that at this point no further work can be submitted for marking.

Prior to submitting an appeal candidate are encouraged to discuss the issue informally with their subject teacher. If you still believe after these discussions that the marks awarded to you are incorrect then you should follow the guidance below.

If you disagree with the marking, you have **three working days** from the date you were informed of your mark to appeal in writing to the Headteacher using the form attached. After this no appeals will be accepted.

The purpose of the appeal is to ensure that marking is consistent within the school. Another teacher suitably qualified will review your marks under the guidance of a member of the Senior Leadership Team. As the purpose of this is to ensure that marking is consistent within the school the candidate needs to recognise that their marks could **remain unchanged or be moved up or down**. The final decision surrounding the mark awarded rests with the Headteacher.

Appeals can only be considered if they fall in to at least one of the following three categories:

- A suspected administrative error;
- A suspected failure to apply the marking criteria to the evidence generated by the candidate where that failure did not involve the exercise of academic judgement; or
- A suspected unreasonable exercise of academic judgement.

The cost associated with this service are indicated below by subject for the Academic year 2024/2025.

Once the appeal is accepted a member of the senior leadership team will be appointed to oversee the process.

Please be aware that the process needs to be completed at least three working days before the marks are formally submitted to the Examination Board.

Please hand in all completed applications to the Examination Office with the required payment.

Tier One Subject £50

English GCSE (Speaking)

Art GCSE

Music GCSE

Drama GCSE

Science A levels (Practical's)

English Literature A level

EPQ Level 3

Tier Two Subject £75

Media GCSE

History A level

Geography A level

Film Studies

Tier Three Subject £100

PE GCSE Practical Component

If a subject is missing from the list a cost will be applied based on the amount of time it will take to complete the review.



Application for an Appeal Against Non-Examination Assessment Marks

Student Name:	D.O.B:
Tutor Group:	Subject mark to be reviewed including Level:
Component code:	Original mark:

(For each component a separate form should be completed)

Reason for Appeal

- an administrative error;
- a failure to apply the marking criteria to the evidence generated by the candidate where that failure did not involve the exercise of academic judgement; or
- an unreasonable exercise of academic judgement.

Please tick the specified reason above and provide further information below. A separate sheet providing additional information can be submitted if required.

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Permission to Carry Out the Review

Please be aware that the school cannot carry out a review unless a permission for a review has been given by a candidate. A parent /carer cannot provide this permission on their behalf

I (Insert Name)

Give permission for the marks awarded in component (insert code)
to be reviewed.

I understand that as a consequence of this review there are three possible outcomes:

- My marks remain unchanged**
- My marks are increased**
- My marks are decreased**

In addition to the above I also understand that the marks awarded by the school are **provisional** and the Examination Boards through the moderation process may increase or decrease the marks to ensure the national standard is met.

I understand that once this process is started, I **cannot** withdraw my application if it becomes apparent that there is possibility my marks will be moved down by the school.

I enclose a payment of

(Please be aware that no review can be completed without the appropriate payment.)

Signed:

Date:



Review of Non-Examination Assessment

This section is to be completed by the member of staff completing the review

Student Name:	Subject including level:
Component code:	Original Mark:

Name of Reviewer:

Outcomes

Was the Candidate part of the standardisation process? **Yes / No**

Administrative Review

Do the marks awarded for each section add up to the total mark **Yes / No**

If no, please insert the correct total mark

Marking Review

Mark awarded by reviewer:	Total:
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Where marks are different, please outline where this has occurred and if appropriate possible reasons for this?

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No tolerance can be larger than 6% which is the accepted norm for GCSE courses. **Yes / No**
Are the marks within the tolerance set by the internal standardisation?

Section to be completed by a member of SLT

Name of member of SLT:

Recommendation

Following a review of the marks the original marks should:

- Stay the same
- Be increased by a total of marks
- Be decreased by a total of marks

Agreed by Headteacher:

Date:

Copies of all forms should be returned to the Examination Office

