

# Internal Marks Appeal Guidance



## Introduction

St Wilfrid's Catholic School is committed to ensuring that whenever staff mark your work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents. Our internal training, moderation and standardisation procedures should ensure that your marks are in-line with the standards set by the awarding body.

However, to be consistent with externally marked assessments and compliant with JCQ regulations, **you have the right to appeal if you believe there has been a marking error.**

**A marking error can be broadly defined as:** The awarding of a mark which could not *reasonably* have been awarded for the work you have submitted based on the subject specific mark schemes or assessment grids.

Examples of accepted grounds for review include:

- A clerical error (i.e. a mistake when adding up the marks).
- Failure to apply the set criteria and procedures.

Grounds for review that are not accepted include:

- You feel that you have worked hard and deserve a higher mark.
- You believe that you have acted on all feedback given by your teacher.

**NOTE: If a review of marking goes ahead your marks may go up, down or remain unchanged.**

## What to do if you think you have grounds to appeal your mark:

1. **Within 24hrs of being told your mark** send an email to Mrs Stephens ([s.stephens@stwilfrids.com](mailto:s.stephens@stwilfrids.com)) to inform her that you are considering making an appeal and would like **copies of relevant materials** to help you decide. These materials could include copies of your marked work, assessment grids, the specification and relevant mark schemes.
2. Copies of these **materials will be made available to you within 24hrs of your written request.** (providing this is not submitted on a Friday)
3. You will then have **5 days to work through the materials and decide if you wish to appeal or not.**
6. If you do want to appeal you **must submit a completed copy of the Internal Marks Appeal Form** to Mrs Stephens **by the deadline** shown on the form. No requests will be accepted after the deadlines.
7. **Within 24hrs** of receipt of your request, the Exams Officer (Mrs Stephens) and Assistant Headteacher (Mrs Greenwood) will **determine if the grounds for appeal justify a review of marking.** You will be notified of this decision in writing.
8. The review of marking will be carried out by an assessor who was not involved in determining your original mark. The reviewer will ensure that your mark is consistent with the standard set by the centre and in-line with the criteria set by the Exam Board. If a marking error is found then your **mark will be adjusted and you will be informed in writing** of the outcome. This will be the mark that will be submitted to the Exam Board.

**IMPORTANT:** After candidates' work has been internally assessed and marks have been submitted, it is moderated by the awarding body to ensure consistency in marking between centres. **The moderation process may lead to marks being adjusted by the Exam Board.** This process is outside of the control of St Wilfrid's Catholic School.

*A copy of the full St Wilfrid's Internal Marks Appeal Procedure is available on request from the Exams Officer.*