

King Edward VI Handsworth School for Girls

Application for a review of internal marking – centre assessed marks

(GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments (NEA))

Candidate Number: _____

Candidate Name: _____

Subject: _____

Unit/piece of work to be reviewed _____

Grounds of request for a review of the internal mark awarded. Please state the specific area of the mark scheme that you do not believe has been applied consistently in line with whole school marking.

Please state briefly how you believe your work may fulfil a higher mark category.

Please note that the reviewer may be external to the school, and may decide to keep the original mark, reduce it or raise it. Their decision will be passed to the Head of Centre, who will make the final decision. You will receive a written outcome to the review.

An administrative fee of £25.00 per piece of work to be reviewed is required before the process can begin. Please make cheque payable to King Edward VI Handsworth School or submit the exact fee. This fee will be refunded if the mark is raised. **Forms must be submitted to Mrs Kendall.**

Final centre marks will be submitted by the exam board deadline at which point there is no further opportunity to request a review of internal marks. The exam board will moderate the centres marking to ensure it is in line nationally, at which point marks may be further altered. This is outside the control of the school.

I wish to submit this request for a review of the internal marking. I have supplied the appropriate fee or applied to use 16-19 bursary money and acknowledge that marks may go down as well as up.

Student Signature: _____ Date: _____

Parental Signature: _____ Date: _____

Office Use Only

Received by Exams Officer	Sent to Reviewer	Back from Reviewer	Decision Communicated to Student