



Friends' School Lisburn

Reviews of marking – Internally Assessed Components

Appeals Policy

Friends' School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Friends' School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Friends' School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Friends' School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Friends' School will, having received a request for materials, promptly make them available to the candidate, either originals viewed under supervised conditions or copies.
4. Friends' School will provide candidates with sufficient time, normally at least five working days, in order to allow them to review copies of materials and reach a decision.
5. Friends' School will provide a clear deadline for candidates to submit a request for a review of the centre's marking (see **Key Dates** below). Requests will not be accepted after this deadline. Requests must be made in writing (**IA1**).
6. Friends' School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.

7. Friends' School will ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review.
8. Friends' School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Friends' School will inform the candidate in writing of the outcome of the review of the centre's marking (**IA2**).
10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Key Dates for 2021 – 2022

Level	Subjects	Last date for issue of results to pupils	Last date for written appeals
GCSE	Business Studies	Thursday 7 April	Monday 25 April
AS and A2	Art and Design	Friday 6 May	Wednesday 11 May
GCE/GCSE	All other subjects	Friday 1 April	Friday 8 April

Please note that the dates for 2021 – 2022 may be subject to change due circumstances arising from the public health situation.



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Request for Internal Appeal (Form IA1)

Name of Candidate: _____ Examination Number: _____

Examination Subject: _____

Title of Examination: _____

Level: _____ Paper Code: _____ Awarding Body: _____

Please state below the grounds for your appeal:

Signed: _____ Candidate Date: _____

This form must be signed, dated and returned to the Examination Officer or Head of Centre according to the timescale indicated in the Appeals Policy.

Centre Use Only

Received by: _____ Date: _____



Friends' School Lisburn

Request for Internal Appeal (Form IA2)

Name of Candidate: _____ Examination Number: _____

Name of Assessor: _____ Examination Number: _____

Examination Subject: _____

Title of Examination: _____

Level: _____ Paper Code: _____ Awarding Body: _____

Outcome: **Yes:** New Mark _____ **No:** Mark remains at _____

Please describe the actions that were taken

Signed: _____ Candidate Date: _____

This form must be signed, dated and returned to the Examination Officer or Head of Centre according to the timescale indicated in the Appeals Policy. The candidate should be provided with a copy.



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Request for Internal Appeal (Form IA3)

Appeals Log

Date Received	Exam No	Subject Code	Appeal Details	Outcome Date	Outcome