

NOTICE TO 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 or other award
- The procedure at Corpus Christi Catholic High School will be supervised by Ms Shelts. Mr Hankin 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 Corpus Christi staff, including your Form Tutor
- 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 will include a record 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 Corpus Christi 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** for that exam session. An internal Appeal will be resolved by the date of the final written examination paper of the session.
- Corpus Christi 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 Corpus Christi 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 Form Tutor, or relevant subject staff.
- ✓ If you wish to make an Appeal, please fill in the form:
"Student's application for an Appeal about Internal Assessment".
A blank copy of this will be available from Miss Wignall.
- ✓ Return the completed form to Miss Wignall at least two weeks before the date of the final written examination paper in the subject.