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| **Internal Appeals form** | FOR CENTRE USE ONLY | |
| Date received |  |
| Please tick box to indicate the nature of your appeal and complete all white boxes on the form below | Reference No. |  |

* Appeal against an internal assessment decision and/or request for a review of marking
* Appeal against the centre’s decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal

| Name of appellant |  | Candidate name  if different to appellant |  |
| --- | --- | --- | --- |
| Awarding body |  | Exam paper code |  |
| Qualification type  Subject |  | Exam paper title |  |
| Please state the grounds for your appeal below:  (If applicable, tick below)   * Where my appeal is against an internal assessment decision I wish to request a review of the centre’s marking   If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed | | | |
| Appellant signature: Date of signature: | | | |

This form must be signed, dated and returned to the exams officer on behalf of the head of centre to the timescale indicated in the relevant appeals procedure

**Complaints and Appeals log**

On receipt, all complaints/appeals are assigned a reference number and logged. Outcome and outcome date is also recorded.

The outcome of any 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 logged as an appeal, so information can be easily made available to an awarding body upon request. The awarding body will be informed if the centre does not accept the outcome of a review – this will be noted on this log.

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| Ref No. | Date received | Complaint or Appeal | Outcome | Outcome date |
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Further guidance to inform and implement appeals procedures

**JCQ publications**

* General Regulations for Approved Centres

<https://www.jcq.org.uk/exams-office/general-regulations>

* Post-Results Services

<https://www.jcq.org.uk/exams-office/post-results-services>

* JCQ Appeals Booklet

<https://www.jcq.org.uk/exams-office/appeals>

* Notice to Centres – informing candidates of their centre assessed marks <https://www.jcq.org.uk/exams-office/non-examination-assessments>

**Ofqual publications**

* GCSE (9 to 1) qualification-level conditions and requirements <https://www.gov.uk/government/publications/gcse-9-to-1-qualification-level-conditions>
* GCE qualification-level conditions and requirements <https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements>