

**Appeals Against Internally Assessed Marks**  
**and**  
**Re-Mark of External Exams Policy**  
**and**  
**Re-Moderation of Coursework/Controlled Assessments**  
**(GCSE and A-Level)**

**PRIMARY PERSON RESPONSIBLE FOR IMPLEMENTATION AND MONITORING  
OF THIS POLICY**

JAMES EYTLE, BEVERLEY MELLON (PRINCIPALS)

**LAST REVIEW DATE**

February 2025

**NEXT REVIEW**

February 2026

## Appeals Against Internally Assessed Marks (GCSE and A level)

Albemarle is committed to ensuring that whenever its staff mark candidates' controlled assessment/coursework 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.

Albemarle 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 in marking. If a candidate believes that this may not have happened in relation to their work, they may make use of the appeals procedure.

**NB: an appeal may only be made against the assessment process and not against the mark submitted to the awarding body.**

1. Appeals should be made as early as possible, no later than two weeks before the last timetabled examination in the series
2. Appeals must be made in writing by the candidates' parent or guardian to the examination officer
3. The Principal will conduct an investigation. The Principal will not have any involvement in the internal assessment process for that subject.
4. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific documents

5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to the internal assessment procedure.

6. The outcome of the appeal will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedure to light, the awarding body will be informed.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Albemarle and is not covered by this procedure.

### **Procedure For Requesting Re-Mark Of External Exams**

Albemarle is committed to helping students who feel that they may benefit from a re-mark or a re-moderation.

Requests should be made as early as possible, no later than two weeks after the release of the summer exam results.

In the event that candidates request one or more re-marks, please note the following procedure:

- a) At first instance, we will request a 'Return of Script' from the exam board which will be marked/analysed by the candidate's subject tutor
- b) Should the subject tutor feel there is scope for a successful re-mark, the candidate's Curriculum Manager will authorise a re-mark through the exams office
- c) The candidate's parent or guardian will be invoiced for costs issued by the exam board for a) and b)

## **Procedure For Re-Moderation Of Coursework/Controlled Assessments**

In the event that candidates request re-moderation, please note the following procedure:

- a) The subject tutor will assess the moderator's report for the controlled assessment
  
- b) Should the subject tutor feel there is scope for a successful re-moderation, the candidate's Curriculum Manager will authorise a re-moderation through the exams office
  
- c) the candidate's parent or guardian will be invoiced for costs issued by the exam board for a) and b)