

## IA1 - Internal Review of Marking Request Form

This form should be completed in all cases to request a review of marking.

<b>Name of person requesting review</b>		<b>Candidate name <i>if different</i></b>	
Awarding body		Unit/module/exam paper code	
Subject		Unit/module/exam paper title	

Please state clearly the grounds for your application to a review of marking:

*Continue overleaf if necessary*

### **Appeal against an internal assessment decision – sign and deliver this form to the exams office**

#### **Student and parent declaration**

By signing here, I am confirming I understand the purpose of the review will be to decide whether the mark awarded for the internal assessment conformed to the published requirements of the awarding body's specification and subject-specific associated documents and is in line with the standard set for the other candidates at the centre.

**Signature of Student:**

**Date of signature:**

**Signature of Parent:**

**Date of signature:**

- Return form to the Exams Office J24 immediately
- Exams Office to acknowledge receipt of form to student and parent
- Exams Manager copies form to: Head of Centre – (Head of School); Head of Department; Assistant Head i/c Exams
- The Internal Appeals checklist then kicks into action e.g. initial meeting by Head of Department & Leadership Team to consider next steps.