

IA1 INTERNAL APPEALS FORM

FOR CENTRE USE ONLY

Date received

Reference

No.

Please tick box to indicate the nature of your appeal and complete all white boxes* on the form below

- ☐ 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
- ☐ Appeal against the centre's decision relating to access arrangements or special consideration
- ☐ Appeal against the centre's decision relating to an administrative issue

*Where the nature of the appeal does not relate directly to an awarding body's specific qualification, indicate N/A in awarding body specific detail boxes

Appellant name		Candidate name (if different)	
Awarding body		Unit code	
Subject		Unit title	

Please state clearly 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
continue overleaf if necessary

Appellant signature

Date of signature

- 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; Deputy 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.