



Form to request assessment materials or to appeal internally assessed work

This form should be completed in all cases to either request materials to review an internally assessed piece of work or to lodge an appeal.

Please tick a box to indicate what your request is.

- ☐ I wish to request additional materials to review my marked work
- ☐ I wish to request a review of the marking of my work

Please complete the information below:

Name		Candidate number	
Subject and Level		Unit (if applicable)	

Please state the grounds for your appeal below:

(You will need to explain on what grounds you wish to request the appeal as a review will only focus on the quality of your work in meeting the published assessment criteria)

Appeal against internally assessed marks

Appellant declaration

By signing here, I am confirming I understand the purpose of the appeal will be to decide whether the process used for marking the assessment conformed to the published requirements of the exam board's specification and subject specific documents.

Signature:

Date of signature:

Please return this form to exams@rushcliffe.notts.sch.uk by the deadlines set out in the deadline document.