



INTERNAL APPEALS POLICY

MIDDLEWICH HIGH SCHOOL

April 2026



Document Control Sheet

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Originator	Jay Lobina-Lal
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Links with other policies	Suite of Exam Policies
Equality Act 2010 issues fully considered	Yes

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Middlewich High School is committed to ensuring that candidates' work is marked fairly, accurately and in accordance with the requirements of the relevant awarding bodies.

Principles

- **Qualified personnel** – Only staff with appropriate training and subject expertise will mark internal assessments.
- **Consistency** – Where more than one assessor is involved, internal standardisation will be carried out to secure consistent application of the mark scheme.
- **Authentication** – All work will be authenticated in line with awarding-body instructions.

Candidate information and review procedure

1. **Notification of marks** – Candidates will be advised of their centre-assessed marks before they are submitted to the awarding body.
2. **Access to evidence** – Candidates may request copies of their marked work and any relevant assessment materials.
3. **Provision of materials** – Requested materials will be provided promptly, either as supervised access to the originals or as copies.
4. **Review period** – Candidates will be given at least five working days to consider the materials and decide whether to request a review.
5. **Submitting a request** – Review requests must be made in writing to the Assistant Headteacher i/c Exams by the published deadline and must state the grounds for the request.
6. **Completion of the review** – The review will be completed, any mark changes made, and the candidate informed of the outcome before the awarding-body deadline for mark submission.
7. **Independence** – Reviews will be undertaken by an assessor who has appropriate competence, no previous involvement in the assessment of that candidate for the component concerned, and no personal interest in the outcome.
8. **Verification of standards** – The reviewer will ensure that the candidate's mark reflects the centre's agreed standard. Where necessary, the mark will be adjusted.
9. **Communication of outcome** – The candidate will be informed of the review outcome in writing.
10. **Record keeping** – A written record of the review will be retained. The Head of Centre will be informed of the outcome, and the record will be made available to the awarding body on request. If the centre does not accept the review outcome, the awarding body will be notified.

Awarding-body moderation

Marks submitted to awarding bodies remain provisional until external moderation is complete. Awarding bodies may adjust marks—either upwards or downwards—to align centre assessment with national standards.