



Dean Watson Headteacher  
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#TeamWoodhey

20<sup>th</sup> January 2023

Dear Parents and Carers,

Your child will be receiving their Non-Examination Assessment mark for their BTEC Home Cooking Skills unit of work on the 24<sup>th</sup> April.

<b>Subject</b>	<b>Marks Given to Students</b>	<b>Deadline to Request Appeal</b>	<b>Completion of Review</b>
Home Cooking	24 <sup>th</sup> April	28 <sup>th</sup> April	4 <sup>th</sup> May

This is an internally assessed and standardised piece of work, which will then be submitted to the awarding body.

On being informed of their mark, if your child believes the assessor has not applied the marking standard properly, then they can make an appeal to request a review of the marking. Your child will be required to explain on what grounds they wish to request a review of marking. You may request a copy of the materials, i.e. a copy of their marked assessment and the mark scheme or assessment criteria, to assist you in considering whether to request a review of the marking of the assessment. You are allowed access to the original materials under supervision. Requests for a review of marking must be made within 5 working days, by completing the internal appeals form and returning it to the Exams Officer: exams@woodhey.set.org, by the date stated in the table above. As with any request for a review of marking, we need to make you aware that marks can move down as well as up.

Reviews will be carried out within four working days, and you will be informed in writing of the outcome.

I have attached a copy of the Internal Appeals Policy and the internal appeals form.

Yours faithfully,

Miss L Dobson  
**Deputy Headteacher**