



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 marks on the following dates:

Subject	Marks Given to Students	Deadline to Request Appeal	Completion of Review
Child Development	21 <sup>st</sup> April	27 <sup>th</sup> April 3pm	4 <sup>th</sup> May
Creative iMedia	25 <sup>th</sup> April	2 <sup>nd</sup> May 3pm	9 <sup>th</sup> May

These are internally assessed and standardised. The marks awarded will contribute to the final grade of the qualification, which are then submitted to the awarding body for external moderation.

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**