

20th October 2022

Dear Parents and Carers,

Your child will be receiving their Cambridge National Creative iMedia Creating Digital Graphics (R082) non-examination assessment mark on the 8th December.

This piece of work is 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 (15th December) of receiving their mark, by completing the internal appeals form which can be found on page 12 of the Internal Appeals Policy and returning it to the Exams Officer: exams@woodhey.set.org. 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.

Yours faithfully,

C. Dewhurst

Clare Dewhurst
(Exams Officer)

Dean Watson **Headteacher**

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