



## **Public Examinations Review of Marking Appeal Policy**

All public examination review of marking requests must be supported and processed by the centre in which the candidate was entered.

St Clement's High School reserves the right not to process any request it believes is not in the best interests of the candidate.

If a student wishes to apply for a review of marking and the decision is made by the school not to process the request they will be informed of the decision and reasons will be supplied. An appeal against this decision can be made, in writing, to the Headteacher.

Written appeals must be received by the school no later than five working days before the re-mark deadline published by the relevant examination board. The appeal must state clearly the reason for the request.

The Headteacher (Head of Centre) and the relevant Head of department will then make a final decision on whether to process the re-mark application.

Should the decision be made to process the request, written permission must be given, and all costs met by the student before the application is made. The school takes no responsibility for any mark or grade change resulting from the re-mark.

If the decision is upheld not to process the request, no further appeal can be made.