

Reviews of marking – centre assessed marks (GCSE controlled assessments, GCE Coursework, CGE and GCSE non-examination assessments and Project qualifications)

St Mark's is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. St Mark's is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. St Mark's will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. St Mark's will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. St Mark's will, having received a request for copies of materials, promptly make them available to the candidate.
4. St Mark's will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. St Mark's will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
6. St Mark's will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. St Mark's will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. St Mark's will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. St Mark's will inform the candidate in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

The process

1. Candidate will receive mark
2. Candidates who wish to appeal their mark must obtain a form from Deputy Head Curriculum. From the issue of the form a candidate will have 5 working days to lodge a complaint in writing. A complaint cannot be undertaken after the marks have been submitted to the exam board.
3. Only supervised access will be allowed to original work.
4. Grounds for a complaint must be in writing and focus on the work submitted not the quality of teaching. The candidate must clearly explain the issue eg marks added incorrectly and under marked in a certain criteria with specific references. It is **IMPORTANT** to realise marks can go down as well as up in the remarking process.
All marks at this stage are provisional and subject to change by the awarding body.
5. The form must be returned to Deputy Head Curriculum within 5 working days with a cheque made out to the school for £25. The school will have 5 working days to complete the remark.
6. The school will confirm, in writing, the outcome of the remarking process.
7. The review will be conducted by an assessor with no previous involvement in the process. This will be another teacher in the school or a teacher from another school.
8. The school will indicate the reason for its decision.
9. Each remark request will require a separate form and another cheque. The charges are in line with those of the exam boards.

March 2018

CENTRE ASSESSED MARKS APPEALS FORM

Name of Student		Candidate Number	
Subject		Examination Board	
Examination Unit Code		Examination Unit Title	

Please state the grounds for your appeal below:
(*this must relate to the assessment process*)

Signature:

Date of Signature:

This form must be signed, dated and returned to the Examinations Office within 5 working days of receiving your internally assessed marks. The fee of £25 must be paid by this date using ParentPay

INTERNALLY ASSESSED MARKS

Dear **STUDENT NAME**.

I am writing to inform you of the mark you have received for your internal assessment in **SUBJECT**.

Your internally assessed mark is **MARK**.

All marks have been subjected to careful internal moderation.

The marks given are provisional and are subject to final adjustments and moderation by the awarding body.

Please refer to the school website for our review of marking policy for centre assessed work.

Name of Student		Candidate Number	
Subject		Examination Unit Title	
Internally Assessed Mark			
I confirm I have received my Internally Assessed Mark			
Signature:		Date of Signature:	

OUTCOME OF APPEAL – CENTRE ASSESSED MARKS

Name of Student		Candidate Number	
Subject		Examination Board	
Examination Unit Code		Examination Unit Title	
In response to your request for an appeal I am now writing to confirm that the enquiry has been completed.			
Appeal Conducted by:			
I confirm that I am satisfied the marks for this assessment are in line with the awarding body's specification and subject-specific associated documents.			

Deputy Head Signature:

Date of Signature:

Approved: October 2018