

SHENLEY BROOK END SCHOOL



Exams and Assessment Policy

INTERNAL/NON-EXAM ASSESSMENT APPEAL/REVIEW OF MARKING PROCEDURES

Last reviewed: April 2018

Reviews of marking – centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments)

Shenley Brook End School ('the School') is committed to ensuring that whenever its staff mark candidates' work this is done accurately, 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. Shenley Brook End School 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. The School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking if a candidate feels that the mark is not consistent with the standard set by the school before marks are submitted to the awarding body. (School Day 1)
2. Candidates will be advised that they may request copies of material to assist them in considering whether to request a review of the centre's marking of the assessment, eg a photocopy of the candidate work, section/overall mark, links to mark scheme and specification, with regard to procedures and standards. A Supporting Material Request must be returned to the Exams Office within 48 hours of the issue of marks (School Day 3 latest).
3. Shenley Brook End School will, having received a request for copies of materials, promptly make them available to the candidate together with a Review of Marking request form (School Day 5 latest).
4. Requests for reviews of marking must be made in writing (on the form provided by the Exams Office) with a reason for the request, once the candidate has looked at his/her work in conjunction with the materials provided (see 2. Above). The Review of Marking Request must be returned to the Exams Office within 24 hours of its receipt (School Day 6).
5. Shenley Brook End School 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 candidates and has no personal interest in the review. The reviewer will ensure that the candidate's mark is consistent with the standard set by the centre and that procedures have been followed.
6. The outcome of any review will be given (in writing) to the candidate within 4 days of the request and in time to meet the awarding body's deadline for the submission of marks (School Day 10).
7. The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of the School and is not covered by this procedure.

A review of marking should only be requested when there is a specific concern that:

- the School's assessment (marking) procedures have not been followed; or
- the mark awarded is not consistent with the standard set within other candidates' work.

The review will check whether procedures have been followed and/or the candidate's marks are in correct rank order within the cohort and, if not, marks may be adjusted (increased or decreased) as required.