

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



Ricards Lodge High School is committed to ensuring that whenever 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. Ricards Lodge High 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.

The purpose of this procedure is to ensure that the marking of Non Examination Assessment has been consistent in the Centre. It is the Examination Boards responsibility to award grades and moderate coursework either up or down depending on the outcome of their moderation process to ensure the national standard within that course has been maintained. At no point in this process should grades be discussed and the review should only focus of the marks being awarded.

1. All students will be informed of their mark at least 20 days before the exam board deadline. For the main summer examination season the deadline will be the 15th April across the Centre for all courses. The Centre recognises that Examination Board deadlines will vary in some instances however the general principle of 20 days will apply across the examination seasons and specifications to ensure enough time is available for an appeal process. In exceptional circumstances the time allocated to these appeals may be modified at the discretion of the Head of Centre eg A candidate or Teacher has been ill which has delayed the marking process. If a student has failed to submit their coursework by the Centre set deadlines without a legitimate reason then the Headteacher will consider the circumstances before considering if an appeal is appropriate. E.g. Coursework is submitted 2 days before the exam board deadline with no legitimate reason. In this example it would not be possible for an appeal to be processed by the Centre and still meet Exam board deadlines.
2. All students will be informed of the criteria that has been used to assess their work and where this information can be located. If copies of assessment criteria are required by the candidate then the Centre will provide these in either digital format or paper copies. In line with the examination board reviews the candidate will be informed that the review of marking could result in the following
 - The centre recognises an error has been made and the marks are adapted to bring them in to line with the Centres marking. The candidate needs to acknowledge that marks could be increased or decreased.
 - The marks remain unchanged as they are in line with the Centres marking
3. Upon receipt of this information the candidate has 5 working days* to request a review of marking in writing to the Headteacher. Candidates should use the specified form available on the Learning Platform (FROG) to apply for this review.
4. Within the application to the Headteacher the candidate will need to explain the grounds for the appeal. The appeal process will only consider reviews that focus on the quality of work submitted and will not consider any other appeals. Appeals will only be considered if one of the following criteria is met:

- a suspected administrative error;
 - a suspected failure to apply the marking criteria to the evidence generated by the candidate where that failure did not involve the exercise of academic judgement;
 - a suspected unreasonable exercise of academic judgement.
5. In line with awarding bodies processes a charge will be made for this application. For each component reviewed the fee charged will need to be paid before a review is completed. The charges applied will be based on a three tier system. The tiering system recognises that the different components of coursework will require a different amount of time to review. Tier one will be charged at £50, tier two will be £75 and tier three will be £100.
 6. Once the application has been made the student cannot withdraw their request.
 7. Upon receiving this request the Headteacher will appoint a senior member of staff who is not connected to the department to oversee the review. The senior member of staff will contact the candidate to acknowledge the appeal and outline the process.
 8. Within 3 working days* the Senior Teacher leading the appeal will have ensured the following actions have taken place:
 - A meeting with the Head of Department and teacher responsible for marking the work to ensure the correct procedures have been followed e.g. standardisation.
 - The work will then be reviewed by the department. Where possible a teacher not previously connected to the assessment will review the work and discuss their outcomes with the Head of Department and Senior Leader. The aim of the review is to ensure that the marking is consistent with the standard set by the Centre. The same tolerance levels should be applied that were used within the standardization process.
 - Once the outcome of the review is completed the Senior Leader will report his findings to the Head of Centre. The Head of Centre will have the final decision if there is any disagreement on the mark to be submitted to the awarding body.
 - The candidate will be informed in writing of the outcome of review and will be informed that if they are still not content with the outcome they can appeal to the Governing Body. The Governing Body will not initiate another review of marking and can only review the process that has been carried out
 9. All appeals need to be completed at least 3 working days before the exam board deadline. These dates are available from the Exams Office
 10. The outcome of the review of the centre's marking will be logged as a complaint. A written record will be kept and stored within the Examination Office. If requested it will be made available to the Examination Board. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

**Working days is defined as the days the school is open in the published school year. This is generally Monday – Friday during term time and does include Inset Days.*