

Review of Marking – Appeals against Centre Assessed Marks (GCSE Controlled Assessments, Coursework and Non Exam Assessments)

The Thomas Lord Audley School 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.

Staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity will mark candidates' work. The Thomas Lord Audley 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 Thomas Lord Audley School 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. The Thomas Lord Audley School 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. These materials could include a copy of their marked work (not the original), the relevant specification and associated subject-specific documents, such as assessment grids or candidate assessment forms.
3. The Thomas Lord Audley School will, having received a request for copies of materials, promptly make them available to the candidate.
4. The Thomas Lord Audley School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing.
6. The Thomas Lord Audley School 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. The Thomas Lord Audley 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 candidate and has no personal interest in the review.
8. The Thomas Lord Audley School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed 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 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 Thomas Lord Audley School and is not covered by this procedure.

Appeals against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal

If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, a review of the result may be requested.

Reviews of Results offers three services.

- ▶ Service 1 – clerical re-check
- ▶ Service 2 – review of marking
- ▶ Service 3 – review of moderation (this service is not available to an individual candidate)

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for service 1 or 2 is submitted to the awarding body as with these services candidates' marks and subject grades may be lowered. Candidate consent can only be collected after the publication of results.

If a concern is raised by a Head of Department about a particular examination result, the exams officer will consult with the Deputy Headteacher/Headteacher whether the school supports the review.

Where the centre does not uphold a request from a candidate, the candidate may pay the appropriate fee in advance to the school, and a request will be made to the awarding body on the candidate's behalf.

Following the review outcome, an external appeals process is available if the head of centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications *Post-Results Services* and *JCQ Appeals Booklet* (A guide to the awarding bodies' appeals processes) will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the head of centre is satisfied after receiving the review outcome, but the candidate (or his/her parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the head of centre. Following this, the head of centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the *JCQ Appeals Booklet*.

Candidates or parents/carers are not permitted to make direct representations to an awarding body.