

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

In line with JCQ regulations, Malet Lambert 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.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Malet Lambert 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.

Where a candidate believes that the mark awarded to their work is not accurate or appropriate, and having read the information below, they may submit an appeal to the school.

Appeals will be processed in time for any marks to be amended prior to final submission to awarding bodies.

Procedures

- Malet Lambert 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.
- Malet Lambert 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.
- Candidates should make requests for copies of materials within **two working days** from receiving their results if they are considering an appeal.
- Malet Lambert School will, having received a request for copies of materials, promptly make them available to the candidate.
- Requests for reviews of marking must be made in writing, and should be sent directly to the Subject Leader for the subject concerned. Appeals should be made using the **Student Review of Assessment Request Form (appendix 1)**.
- Malet Lambert 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.
- Malet Lambert 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.
- Malet Lambert School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- The candidate will be informed in writing of the outcome of the review of the centre's marking.
- 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.

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 the 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.

Appendix I - Student Review of Assessment Request Form

Please tick this box to confirm that you have read and understood the appeals process.	
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Please tick this box to confirm that you understand that the mark awarded for your work may be increased, decreased or stay the same.	
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Please tick this box to confirm that you have read and understood the assessment criteria applied to the work for which the appeal is being submitted.	
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Please tick this box to confirm that you understand that once this appeal decision has been made, no further appeals may be made for this piece of work.	
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<p>Please use this box to outline the reasons for your appeal. Try to provide relevant detail and be as specific as possible. You may wish to make reference to the specific assessment criteria which you feel has not been accurately assessed.</p>

Student Name		Reg Group	
Signed		Date Submitted	

Head of Subject		Date Received	
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