

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

Woodford County High School (WCHS) 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. WCHS 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. This is a rigorous process involving at least two teachers, but often more.

1. WCHS 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. When candidates are informed of their marks, they will also be given access to all materials relevant to assisting them in considering whether to request a review of the centre's marking of the assessment. Candidates will then have **two working days** to consider their decision.
3. During these two days, but no later than **three working days** after receiving the materials, the candidate must meet with the Head of Department to discuss their reasons for requesting a review.
4. If they then decide to proceed, the request for reviews of marking **must** be made in writing to the Deputy Headteacher within **four working days** of the candidate being provided with the materials. This request will incur an administration fee of £50 per subject, which will be refunded should the review result in an increase in marks.
5. The written request for a review of marking must include the grounds for the request, explaining why the candidate believes there has been either (a) a misapplication of the mark scheme or (b) a mistake in the administration of the NEA process, making reference to the relevant section(s) of the documentation with which the candidate has been provided. Reviews **cannot** be requested simply with a view to seeking a second opinion or other factors not related to (a) or (b).
6. If the request is valid the review will proceed. If not, the candidate will be informed in writing of the reason(s) for their request being rejected. If a request is rejected at this stage 80% of the administration fee will be refunded.
7. WCHS will allow sufficient time (usually at least one working week) for the review to be carried out, to make any necessary changes before the awarding body's deadline. The candidate will be informed of the outcome either before their written examinations start or, if that is not possible, as soon as those examinations finish.
7. WCHS 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. WCHS 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. There is no right of appeal.
10. The outcome of the review of the centre's marking will be made known to the head of centre. 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 WCHS and is not covered by this procedure.

### **RELEVANT DATES**

**The date by which a review will need to be requested will vary from year to year. Candidates will be supplied with this information nearer to the time. However, the following is a rough guide.**

#### **March**

**GCSE Art, A Level Computer Science, GCSE Physical Education**

#### **April**

**A Level Art (Coursework), A Level Biology, A Level Chemistry, GCSE Design Technology, GCSE English Language, A Level English Literature, The Extended Project, A Level Geography, A Level History, A Level Physics**

#### **May**

**A Level Art (Examination), GCSE Music**