

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

Certain components of GCSE and GCE qualifications ie. GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments contribute to the final grade of the qualification and are marked (internally assessed) by the subject teacher. The centre assessed marks awarded (the internal assessment decisions) are then submitted to the awarding body by their set deadline for external moderation.

Under the Joint Council Code of Practice, Awarding Bodies require all centres offering their examinations to have a published internal appeals procedure relating to internal assessment decisions and make the appeals procedure available and accessible to candidates.

Bridgewater High 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. Bridgewater High School is committed to ensuring candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Bridgewater 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.

Bridgewater High 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.
- 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; having received a request for copies of materials, promptly make them available to the candidate; provide candidates with sufficient time to allow them to review copies of materials and reach a decision.
- 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.
- 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. Bridgewater High School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- ensure the candidate is informed in writing of the outcome of the review of the centre's marking.

A request for a review must be in writing by the deadline.

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 then 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 Bridgewater High School.

Review of marking – Centre assessed marks

Appeals Procedure for internal assessment decisions:

Bridgewater High School will follow the procedure below:

The teacher will provide candidates with the date when the centre assessed mark for their subject will be issued.

- Each department will ensure candidates are informed of their centre assessed mark in their subject. This will be the **mark only** and not include a grade or opinion of potential grade.
- Each department will inform candidates that they may request copies of materials eg. a **copy** of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents to assist in considering whether to request a review.
- Each department having received a request for copies of materials, will promptly make them available to the candidate (the timescales identified below in this policy are only effective during term time, there will be no provision for the internal appeal process during school holidays).

Timescales:

After candidates have been informed of their centre assessed mark they have 5 days to request a review of the marking. Guidance for the criteria for an appeal is available from the Exams Office.

Statement for students:

Following the issue of your mark from your teacher you have up to 5 school days to request a review (an appeal) of your centre (teacher) assessed mark. Your request for the appeal **must be in writing** with the grounds for your request of the appeal clearly stated. There will be a non-refundable charge for the service. Full details of the appeal process will be posted on the school website and can be obtained upon request from the Exams Office.

NB: Following the submission of centre assessed marks to the board, the awarding body will moderate the work. This may lead to marks being changed and the final mark awarded is that of the awarding body. This is outside the control of the school and is not covered by this procedure.