

Reviews of marking - centre assessed marks



(GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and Project qualifications)

This procedure confirms Toot Hill School compliance with JCQ's *General Regulations for Approved Centres 2020-2021*, section 5.7 that the centre will:

- have in place and be available for inspection purposes a *written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates*
- before submitting marks to the awarding body inform candidates of their centre assessed marks and allow a candidate to request a review of the centre's marking

Toot Hill 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.

Toot Hill School ensures that all centre staff follow a robust *Non-examination assessment policy* (for the management of GCE and GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments for GCE, GCSE, Project qualifications, including the marking and quality assurance processes which relevant teaching staff are required to follow.

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

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

1. The centre 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 centre 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.
3. The centre will, having received a request for copies of materials, promptly make them available to the candidate within **14 calendar days**.
4. The centre will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. The centre will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing within **14 calendar days** of receiving copies of the requested materials.
6. The centre 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 centre 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 centre will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The centre will inform the candidate 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. A written record of the review will be kept and made available to the awarding body upon request.

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 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.

Timeline

Marking completed by teachers and available to students	4 weeks before EBD
Students deadline for written request of review on centre marking	3 weeks before EBD
Review of marking to be completed and recorded	2 weeks before EBD
External deadline for mark submission	Exam Board Deadline (EBD) See below

Exam Board deadline(s) (EBD)

AQA:	15th May (Unless Art: 31st May)
Edexcel:	15th May (Unless Art: 31st May)
OCR:	15th May (Unless Art: 31st May)
WJEC:	15th May (Unless Art: 31st May)

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

This procedure confirms Nova Education Trusts compliance with JCQ's *General Regulations for Approved Centres 2020-2021*, section 5.13 that the centre has in place "a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal..."

Following the issue of results, awarding bodies make post-results services available. This information, along with all relevant fees are made available by the Examination Officer on results day and on the school website. Information regarding how the post-results requests can be made is available on the school website prior to the examination series.

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

The JCQ post-results services currently available are detailed below.

Reviews of Results (RoRs):

- Service 1 (Clerical re-check)
This is the only service that can be requested for objective tests (multiple choice tests)
- Service 2 (Review of marking)
- Priority Service 2 (Review of marking)
This service is only available for externally assessed components of GCE A-level specifications (an individual awarding body may also offer this priority service for other qualifications)
- Service 3 (Review of moderation)
This service is not available to an individual candidate

Access to Scripts (ATS):

- Copies of scripts to support reviews of marking
- Copies of scripts to support teaching and learning

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for an RoR 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 about a particular examination result, teaching staff or SLT will look into the feasibility of requesting an enquiry by referring to the re-mark policy (found on the school website).

Where the centre does not uphold a request from a candidate, due to it not meeting the re-mark policy criteria, the candidate may pay the appropriate RoR fee to the centre, and a request will be made to the awarding body on the candidate's behalf.

If the candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision not to support an enquiry, an internal appeal can be submitted to the Examination Officer in writing:

- Appeals should be made as early as possible in order to ensure that the appeals process is completed prior to the Awarding Bodies RoR's deadline.
- The appeal will normally be led by the Examinations Officer and an Assistant Head

The appellant will be informed in writing of the outcome of the appeal.

Following the RoR 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 RoR 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 in writing, within 30 days of receiving the RoR. 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.

Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the exams officer). If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

ENQUIRIES ABOUT CENTRE ASSESSED MARKS

Candidate consent form

Information for candidates

The following information explains what may happen following an enquiry about centre assessed marks and any subsequent appeal. If you make an enquiry about a Centre Assessed Marks and a subsequent appeal, for one of your NEAs there are three possible outcomes:

- Your original mark is lowered, so your final overall grade once all units have been completed may be lower
- Your original mark is confirmed as correct, so there is no change to your NEA mark
- Your original mark is raised, so your final grade once all units have been completed may be higher

In order to proceed with the enquiry about NEAs, you must sign the form below. This tells the head of your school or college that you have understood what the outcome might be, and that you give your consent to the enquiry about results being made.

Candidate consent form

Centre Number	Centre Name
Candidate Number	Candidate Name

Details of the NEA enquiry (please continue on a separate page if needed)

I give my consent to the head of my examination centre to make an enquiry about the NEA listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the result which was originally awarded for this subject.

Signed: Date:

This form should be retained on the centres file for at least six months following the outcome of the enquiry about results or any subsequent appeal.

Version log

Version	Date authored	Author	Date approved	Date issued
V1.0	April 2017	N Miller	1st April 2017	15th May 2017
V1.1	April 2018	N Miller	25th April 2018	30th April 2018
V1.2	January 2019	N Miller	7th January 2019	7th Jan 2019
V1.3	October 2020	S Scott	9th October 2020	9th October 2020
V1.4	October 2021	R Dodds C Eardley	01/10/2021	01/10/2021
V1.5	October 2022	Rdodds C Eardley		
V1.6	November, 23	N Deller Staff 8914404	6/11/23	6/11/23