



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

Ockbrook School is committed to ensuring that whenever its teachers 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. Ockbrook 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. Ockbrook 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 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.
3. The school will, having received a request for copies of materials, make them available to the candidate as soon as possible.
4. The school will provide candidates with time to review copies of materials and reach a decision. **Where possible** this will be five working days. **There must be a clear, specific and demonstrable basis for a request for a review – the candidate's or his/her parents' opinion that a different mark should have been given, with no supporting evidence, is not sufficient grounds for a review.**
5. The school 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. The deadlines for submitting a request for a review for 2018 are 25th April, except Art GCSE which is 9th May and Art A level which is 22nd May.
6. If the review is carried out at Ockbrook School, the 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 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. This may mean that the candidate's work is sent to a reviewer who is not a member of Ockbrook School staff; in that case Ockbrook School may not have control over whether or not the review is carried out, any necessary changes to marks made and the candidate informed of the outcome before the awarding body's deadline.
8. The school will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre. In order for this requirement to be met, the work of other candidates may also have to be sent to an external reviewer.

9. The school will inform the candidate 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. 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 line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Statement for students:

"If at any stage during your examination courses you have concerns about procedures used in assessing your internally marked work for public examinations, (e.g. coursework, portfolio, project), you should discuss them with the Examinations Officer as soon as possible."

Appeals against centre decisions not to support an enquiry about results.

Following publication of provisional results there are various enquiries which can be made into a result including:

- Clerical check of results
- Review of marking (which can be done as a "priority" for full A levels where a Higher Education place depends on the outcome of the enquiry).
- Photocopies of marked scripts, and in some cases electronic copies of marked scripts, can be obtained from the Boards to assist in deciding whether to ask for a review of marking.
- Original marked scripts can be obtained from the Boards to assist with teaching and learning.

Further information about all these procedures will be available on the school website at results times and hard copies of information will be available on results days; please note that none of these procedures can be undertaken by a student or parent – they must all be done via school. They all involve a fee and the JCQ deadlines, which will be on the information given out on results days, are non-negotiable.

If the candidate (or their 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 centre at least five days prior to the school's deadline for submitting an EAR. It will be considered using the following procedure:

Candidates must have submitted a request for an enquiry about results (EAR) on the correct form and by the school's deadline which will be supplied by the Exams Officer on the day candidates receive their results.

The school will ensure that candidates are informed of the decision not to support a request for an enquiry, and the reason for that decision, within two working days of receiving the form.

If candidates wish to appeal this decision they must contact the Head or, should he be unavailable, the Deputy, in writing, within two working days of receiving the decision not to support an EAR, giving their reason for appealing the decision.

The Head or Deputy will consider the appeal and communicate the response to it within two working days of receiving the written appeal.