



Elizabeth Woodville School	
Policy Name:	Appeals against Internal Assessments of Work March 2018
Owner:	Assistant Headteacher
Statutory:	No
Date Ratified:	By Governing Body November 2018
Review:	November 2019

2018 - 19

Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and Project qualifications) Not BTEC subjects or Applied Business.

The Elizabeth Woodville 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. We are 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.

The Elizabeth Woodville School will

1. 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. (by 26th April)
2. 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. Having received a request for copies of materials, promptly make them available to the candidate by LL's for each subject area
4. Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision. (one week)



5. 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, using the proforma. (by the 3rd May)
6. Requests must be handed to the Exams officer on each site, who will inform subject LL.
7. 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. (in the week of the 6th May)
7. 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. Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Inform the candidate in writing of the outcome of the review of the centre's marking. Exams officers and subject LL's will also be informed of the outcome. (by the 10th May)



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.

Timeline of Process for deadline of the 15th May:

Friday 26th April – Pupils given the mark for their NEA for the last time and recorded on Go4S.

Friday 3rd May – Deadline for request for review of marking in writing to the exams officer via proforma.

Monday 6th May – review of marks to occur. (in the week of)

Friday 10th May – Report back on the review of marks and Final mark given to pupil.

Timeline of Process for deadline of the 7th May:

Friday 5th April – Pupils given the mark for their NEA for the last time and recorded on Go4S.

Friday 26th April – Deadline for request for review of marking in writing to the exams officer via proforma.

Monday 29th April – review of marks to occur. (in the week of)

Friday 3rd May – Report back on the review of marks and Final mark given to pupil.

Timeline of Process for deadline of the 30th May (A-Level Photography and Art):

Friday 10th May – Pupils given the mark for their NEA for the last time and recorded on Go4S.

Friday 17th May – Deadline for request for review of marking in writing to the exams officer via proforma.

Monday 20th May – review of marks to occur. (in the week of)

Friday 24th May – Report back on the review of marks and Final mark given to pupil.

Timeline of Process for deadline of the 5th November 2018 (EPQ):

Friday 12th October – Pupils given the mark for their NEA for the last time and recorded on Go4S.

Friday 19th October – Deadline for request for review of marking in writing to the exams officer via proforma.

Monday 29th October – review of marks to occur. (in the week of)

Friday 2nd November – Report back on the review of marks and Final mark given to pupil.

11. The mark within the review could go upwards or downwards or indeed stay the same.
12. If pupils do not complete their coursework by the agreed deadline (as above) then these pupils will lose the right to appeal against the mark they are given for their coursework/controlled assessment.
13. The moderation process carried out by the awarding bodies may still result in a mark change, either upwards or downwards, or stay the same, 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.

