

## Reviews of marking - centre assessed marks: Procedure for candidates

In accordance with the Joint Council for Qualifications (JCQ) directives, this procedure outlines the process candidates must follow should they wish to consider requesting a review of marking with regards to GCSE controlled assessment, GCE coursework, or GCE and GCSE non-examination assessments.

1. Candidates will be informed of their centre assessed marks by their class teacher, verbally. The teacher **will not** be able to tell a candidate the grade that the mark converts into, and a candidate **must not** ask for any indication of such a grade.

2. Candidates may request copies of 'materials' to assist them in considering whether to request a review of the centre's marking of a specified assessment. This **must** be made in writing, to the Headteacher. The 'materials' may include:

- A copy of the marked work (not the original)
- A copy of the relevant specification, or direction as to where to find it electronically
- A copy of associated subject-specific documents (e.g. assessment grids, candidate assessment forms)

William Howard School will make these 'materials' available promptly upon receipt of any such request.

3. Having reviewed the 'materials', a candidate may make a request for a review of marking for a specified assessment. This **must** be made in writing to the Headteacher, to arrive no later than **2 weeks prior to the coursework submission date (subject dependent)**.

4. The request for a marking review **must** also specify:

- In which subject the candidate would like the marking to be reviewed
- The reason/s as to why they wish to request a review, including any evidence to support their view that the centre's mark is incorrect

5. Any request received that does not explain the reason for requesting a review of marking **will not** be considered.

6. Any request received after the deadline **will not** be considered due to the external submission deadline.

7. A 'third party' reviewer will be assigned either from within the school's team of middle and senior leaders, or from colleagues within neighbouring schools. These personnel will have the necessary educational expertise with regards to assessment procedures within secondary education. They will not have had any previous involvement in the assessment of the work.

8. The reviewer will be tasked with ensuring that the candidate's mark is consistent with the standard set in the department concerned.

9. The decision of the reviewer will be final. The Headteacher will inform the candidate of the outcome of the review in writing.

After each candidates work has been internally assessed and moderated, it is then externally moderated by the awarding body to ensure consistency in marking between centres. The external moderation process may lead to mark changes, which is outside the control of William Howard School and is not covered by this procedure.

Signed:



Date: 08.01.19

Headteacher: Mr C McAree

Further information can be found on the JCQ website: <https://www.icq.org.uk/exams-office/non-examination-assessments/notice-to-centres---reviews-of-marking-centre-assessed-marks>