

## Reviews of marking – centre assessed marks: Procedure for centre staff

This applies to all GCSE controlled assessment, GCE coursework, GCE and GCSE non-examination assessments.

A published procedure will outline the process for candidates wishing to request a review of the centre's marking. This will be available via the WHS website. The following procedure is for school staff:

1. The single agreed deadline for all internal marking is (to be inserted by the individual department)  
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2. The single agreed deadline for all internal moderation of marking is (to be inserted by the individual department) \_\_\_\_\_
3. All pupils **must** be given their raw mark/s for their centre assessed work, **but not any suggested grade**, by their class teacher verbally. Pupils will be instructed that they are not allowed to ask for a suggested grade.
4. The deadline for candidates to request, in writing to the Headteacher, 'materials' to assist them in considering whether to request a review of the marking in a subject is **3 weeks prior to the final external coursework submission deadline**.
5. Upon receipt of such a request, the respective CL will provide (within 24 hours) the candidate with 'materials' that 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)
6. The deadline for requesting a review of the centre's marking is **2 weeks prior to the final external coursework submission deadline**.
    - a. This must be done in writing to the Headteacher, and must specify:
      - i. In which subject the candidate would like the marking to be reviewed
      - ii. The reason/s why they wish to request a review, including any evidence to support their view that the centre's mark is incorrect
  7. Any request received after the above deadline will not be considered.
  8. 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.
  9. The reviewer will be tasked with ensuring that the candidate's mark is consistent with the standard set in the department concerned.
  10. The decision of the reviewer will be final. The candidate will be informed of the outcome of the review in writing, signed by the Headteacher.

Signed:



Date: 08.01.19

Headteacher: Mr C McAree

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