**POLICY ON:**  **Review of marking – centre assessed marks**

(GCSE controlled assessments, GCE coursework, GCE/GCSE non-examination assessments, Level 2/3 coursework.)

**Member of Staff Responsible for the Policy: Assistant Headteacher responsible for examinations.**

**Date on which this Policy was last reviewed: May 2022**

**Date by which this Policy is to be reviewed: May 2025**

##### Dissemination of the Policy: All Staff, Governors, Students and Parents

1. **Statement of intent**
   1. Huntington school is committed to ensuring that whenever ~~its~~ teaching staff mark students’ work this is done fairly, consistently and in accordance with the awarding body’s specification and subject-specific associated documents.
   2. Students’ work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Huntington school is committed to ensuring that work produced by students is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking students’ work, internal moderation and standardisation will ensure consistency of marking.
   3. The review of marking policy meets the requirements of the Joint Council of Qualification (JCQ) regulations September 2022.
2. [www.jcq.org.uk/exams-office/non-examination-assessments/notice-to-centres---reviews-of-marking-centre-assessed-marks](http://www.jcq.org.uk/exams-office/non-examination-assessments/notice-to-centres---reviews-of-marking-centre-assessed-marks)

[[Non-Examination Assessments - JCQ Joint Council for Qualifications](http://www.jcq.org.uk/exams-office/non-examination-assessments/in)](https://www.jcq.org.uk/exams-office/non-examination-assessments/)

* 1. Students will be informed of the Review of Marking Policy, ~~in writing~~ via the school website [Exam Information – Huntington School](https://huntingtonschool.co.uk/students/exams/), by the Examinations Manager when student examination timetables are distributed.

1. **Internal Appeals Process**
   1. All subjects, offering non examination assessment/coursework/controlled assessment will ensure that students 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. Marks should be given to students in sufficient time, (usually one to two weeks) before examination board submission, to allow such an appeal to take place.
   2. All departments will inform students 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. All departments will, having received a request for copies of materials, promptly make them available to the student.
   4. A department will provide students with sufficient time in order to allow them to review copies of materials and reach a decision. A one week deadline will be set.
   5. Requests for reviews of marking must be made in writing to the Examinations Manager who will investigate the appeal.
   6. All subject departments will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the student of the outcome, all before the awarding body’s deadline.
   7. Huntington 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 student’s work and has no personal interest in the review.
   8. Huntington school will instruct the reviewer to ensure that the student’s mark is consistent with the standard set by the centre.
   9. The student will be informed in writing of the outcome of the review of the centre’s marking. Appendix 2
   10. The decision of the review will be final with no further recourse. This mark will be submitted to the examination board.
2. **Recording the review of marking – Appendix 1**
   1. The outcome of the review of the centre’s marking will be made known to the head of centre and will be logged. A written record will be kept and made available to the awarding body upon request.
   2. Should the review of the centre’s marking bring any irregularity in procedures to light, the awarding body will be informed immediately.
   3. After students’ work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Huntington school and is not covered by this procedure.

**Appendix 1: Review of NEA/Coursework**

**Huntington School – Review of NEA/Coursework.**

|  |  |
| --- | --- |
| **Student Name:** | **Candidate number:** |
| **Date of appeal:** | **Review completed:** |
| **Subject:** | **Specification Code:** |
| **Reviewer:** |  |
| **Reviewer**: I confirm I have had no involvement in the assessment of the student’s work.  **Signature:** | |

|  |
| --- |
| **Reason for appeal:** |
| **Reviewer:** Is the student’s mark consistent with the standard set by the centre.  Yes / No |
| **Reviewer commentary:** |
| **Original mark:**    **Reviewer mark:** |
| **Signed:**  **Date:** |

The decision of the review will be final with no further recourse. This mark will be submitted to the examination board.

**Appendix 2: Review Outcome Letter**

Dear Parent/Carer and Student.

**Appeal of Review of Centre Assessed NEA Mark: \*\*\*\*\*\*\***

Please find the result of the review of marking for the \*\*\*\*\*\* NEA component.

|  |  |
| --- | --- |
| **Centre Mark** | **Reviewer Mark** |
|  |  |

The review has been completed in line with the school policy: Review of marking centre assessed grades policy. The review of marking policy meets the requirements of the Joint Council of Qualification (JCQ) regulations September 2022.

[www.jcq.org.uk/exams-office/non-examination-assessments/notice-to-centres---reviews-of-marking-centre-assessed-marks](http://www.jcq.org.uk/exams-office/non-examination-assessments/notice-to-centres---reviews-of-marking-centre-assessed-marks).

The review of marking was carried out by \*\*\*\*\*\*. It can be confirmed \*\*\*\*\* has had no previous involvement in the assessment of the student’s work and has no personal interest in the review. The detailed review is attached to the letter.

The decision of the review is final with no further recourse. The review mark will be submitted to the awarding body. The work will be moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Huntington school.

Yours sincerely

Mrs Louise Cousins

Examination Manager.