

RIPLEY ST THOMAS

A CHURCH OF ENGLAND ACADEMY



Review of marking policy: Centre Assessed Marks (GCSE controlled assessments, GCSE coursework & GCE/GCSE non-examination assessments)

Originator	G Gomersall
Revised	October 2017
Next Review Date	October 2019

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Believe.....

Adapted from JCQ template on Review of Marking October 2017

Ripley St Thomas Church of England Academy is committed to ensuring that examination candidates' work is marked fairly, consistently and in accordance with the awarding body's specification and associated subject specific documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. The academy 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. The academy 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 academy 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 academy will, having received a request for copies of materials, promptly make them available to the candidate.
4. The academy will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking must be made in writing
6. The academy 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 academy 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.
8. The academy will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed 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 and will be logged. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' 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 the academy and is not covered by this procedure.