



*Dream, Believe, Persevere, Achieve*

Cape Cornwall School

# Reviews of marking – centre assessed marks Policy (GCSE controlled Assessment, non-examination Assessments)

Date of Review: October 2017	Reviewed by: Jan Woodhouse
Next Review Due : October 2018	

# Reviews of marking – centre assessed marks Policy

**Person responsible for Implementation and Monitoring:** Exams Officer/Headteacher

**Links to other relevant policies:** JCQ Policies, Examinations Policy, Post Results policy.

## INTRODUCTION

The purpose of this policy is:

- to ensure that assessment of candidates' work is carried out fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents within Cape Cornwall School.

It is the responsibility of everyone involved in the Centre's assessment processes to read, understand and implement this policy.

Cape Cornwall School is committed to actively promoting equality of opportunity across all aspects of provision.

This policy will be reviewed annually and may be amended following changes to JCQ or examination board regulations.

## AIMS

Cape Cornwall School is committed to ensuring that assessment of candidates' work is carried out 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. Cape Cornwall School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Internal moderation and standardisation will ensure consistency of marking.

1. Cape Cornwall School 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. Appeals may only be made against the process of assessment, NOT against the mark or grade.
2. Cape Cornwall School 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. Materials will be made available to candidates promptly following any request.
3. Cape Cornwall School will provide candidates with sufficient time to allow them to review copies of materials and reach a decision prior to marks being submitted to the awarding body.
5. Requests for reviews of marking **must** be made in writing by the candidates parents and submitted to the teacher and copied to the HOF. Requests must be made within one week of the student receiving their mark.

6. Cape Cornwall School 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 before the awarding body's deadline.
7. Cape Cornwall 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 candidate and has no personal interest in the review.
8. Cape Cornwall School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate and parents/carers will be informed in writing of the outcome of the review of the centre's marking.
10. The Headteacher will be informed of the outcome of the review of the centre's marking and this review will be logged as a complaint. 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 Cape Cornwall School and is not covered by this procedure.

October 2017