

# Procedures for reviews of marking of internal assessments

## 2019/20

These procedures are reviewed annually to ensure compliance with current regulations

<b>Prepared by</b>	
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<b>Date of next review</b>	November 2020

## Key staff involved in internal reviews procedures

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Mrs Clare Macro</b>
SLT members	<b>Mrs Jessica Crimp</b>
Exams officer	<b>Mrs Julianna Hall</b>

## Reviews of internal assessment decisions (centre assessed marks)

This procedure confirms Edgbaston High School's compliance with JCQ's *General Regulations for Approved Centres 2019-2020*, section 5.8 that the centre has in place "a written procedures relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates" and that the centre "must inform candidates of their centre assessed marks as a candidate is allowed to request a review of the centre's marking before marks are submitted to the awarding body."

Certain components of GCSE and GCE qualifications (GCE legacy coursework, GCE and GCSE non-examination assessments) that contribute to the final grade of the qualification are internally assessed (marked) by the subject teacher. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation. **Please note that such assessments for the IGCSE qualification are not covered by these procedures, and no reviews may be requested.**

Edgbaston High School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Edgbaston High School ensures that all centre staff follow a robust *Non-examination assessment policy* (for the management of GCE and GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments, including the marking and quality assurance processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Edgbaston High School 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.

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of this procedure to consider whether to request a review of the centre's marking. **No changes may be made to the work, once it has been submitted for marking.**

1. Edgbaston High School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking, according to subject-specific timeframes, before marks are submitted to the awarding body. Candidates are to be informed that the mark is not a grade, and that no approximation of a grade can be given, as grade boundaries are not issued by the Examination Boards in advance.

2. Edgbaston High School will inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) within **3 working days** to assist them in considering whether to request a review of the centre's marking of the assessment. The subject teacher will offer to meet the candidate, with or without her parents to explain the reasoning behind the marking. No changes may be made to the work.
3. Edgbaston High School will, having received a request for copies of materials, promptly make them available to the candidate and to arrange the meeting within **5 working days**. **Candidate must be advised that marks can go down.**
4. Requests for reviews of marking **must** be made in writing within **3 working days**, of receiving copies of the requested materials and meeting the subject teacher, by completing the **internal review form**. The form must be counter-signed by the candidate's parent/guardian to agree to pay the non-refundable administrative fee.
5. **Edgbaston High School** will allow **10 working days** and no later than 10 working days before the relevant deadline for the submission of marks to the Examination Boards for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome. The outcome of the review is final. If the mark goes down after review, it is this mark which will be submitted to the Examination Board.
6. Edgbaston High 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.
7. Edgbaston High School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
8. The candidate will be informed in writing of the outcome of the review of the centre's marking.
9. The outcome of the review of the centre's marking will be made known to the head of centre. 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 Edgbaston High School and is not covered by this procedure.**

## Internal review form

FOR CENTRE USE ONLY	
Date received	
Reference No.	

<b>Name of Candidate</b>			
<b>Awarding body</b>		<b>Exam paper code</b>	
<b>Subject</b>		<b>Exam paper title</b>	

A request for a review may be made only if a candidate believes that the correct procedures were not followed in the marking of their work, or that the mark scheme has not been properly applied.

**Please state the grounds for your request below**

- I wish to request a review of the centre's marking.  
 I understand that my mark may go up, down or stay the same, and that the outcome of the review is final  
*If necessary continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed*

Candidate's signature:

Date of signature:

Parent/ Guardian: I/We agree for a non-refundable administrative charge of £50.00 to be added to our school fee account.

Signature:

Date of signature:

**This form must be signed, dated and returned to the HOD according to the subject-related timeframe**