



Royal Wootton Bassett Academy

NEA Appeal Teacher and Student Policy Statement

Reviews of marking - centre assessed marks
(GCSE controlled assessments, GCE coursework,
GCE and GCSE non-examination assessments and Project qualifications)

Statement

Royal Wootton Bassett Academy 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.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Royal Wootton Bassett 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.

The following protocols will also be in place in accordance with awarding body guidelines:

1. Students will always be informed of their centre assessed marks
2. Students will be able to request a review of their mark with evidence that they have good reason for the request. (See below)
3. Any request for a review needs to be made, in writing with evidence to support the reason for appeal within two weeks of students being given their marks. The deadline for appeals for a specific subject will be given to students at the time of students receiving their marks.
4. Any documents which may provide evidence for a reason to appeal will be made available to students as soon as requested so that an appeal can be made within the stated time.
5. Requests will not be accepted after this deadline. Requests **must** be made in writing.
6. Subject staff will ensure that sufficient time is allowed for the review to be carried out, any changes made and students informed of the outcome, all prior to the awarding body's deadline for submission of marks.

7. Any review of marking will be undertaken carried out by another subject specialist who has appropriate competence and has had no previous involvement in the assessment of that student.
8. Students will be informed in writing of the outcome of the review of the centre's marking.
9. Any review of marking along with the outcome of the review will be made known to the examinations officer and the Head of Centre. A written record of the review will be kept and made available to the awarding body upon request.

Please note

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Evidence for request for Review of marking

The following is an example of evidence where a student may request a review of marking.

- A mark is not in line with other assessments that a student has completed during the course.

There may be other reasons and, if a student believes they have good evidence, this should be discussed with the Head of Department and the examinations officer.

The following are **also** evidence for request for Review of marking

- There has been sufficient absence for a student to have been unable to complete an assessment to the usual standard expected of them. Reasons for absence must have been given to the school at the time.
- There has been extenuating personal circumstances which have resulted in student being unable to complete an assessment to the usual standard expected of them.
- There has been extenuating family circumstances which have resulted in student being unable to complete an assessment to their usual standard.

Should any of the above circumstances occur, it is essential that they are communicated to the subject teacher and Head of department at the time of the assessment in order that allowances are made to enable a student to complete an assessment to a standard that would be expected of them