

Review of Centre Assessed Marking Policy (Non-Examination Assessments for External Qualifications)

This procedure confirms Royal Grammar School's compliance with JCQ's *General Regulations for Approved Centres, section 5.8* that the centre has in place "a written internal appeals procedure 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 A level qualifications (GCSE controlled assessments, A level coursework, GCSE and A level 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.

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 marking, then he may make use of this appeals procedure to consider whether to request a review of the centre's marking.

As part of this process RGS will undertake that:

- Internal assessments are conducted by staff who have the appropriate knowledge, expertise, understanding and skills
- Assessment evidence provided by the candidate is produced and authenticated according to the requirement of the relevant specifications for each subject
- Consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies
- Staff responsible for internal standardisation and/or assessment attend any compulsory training sessions

Review of marking procedure

- RGS 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.
- RGS will inform candidates that they may request copies of the assessed work to assist them in considering whether to request a review of the centre's marking of the assessment.
- RGS will, having received a request for copies of materials, promptly make them available to the candidate.
- RGS will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.

Appendix 1

- Requests for reviews of marking must be made in writing by the deadline provided and by completing the Review Request form.
- RGS will allow sufficient time 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.
- RGS 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.
- RGS will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the Exam Board mark scheme.
- The candidate and the parents/guardians will be informed in writing of the outcome of the review of the centre's marking.
- The outcome of the review of the centre's marking will be made known to the head of centre and 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.
- Marks may go up or down or stay the same. The mark post appeal is the final mark. The candidate cannot choose the higher mark.
- No further appeal can be requested.
- RGS will make a charge of £50 for each appeal. This charge is non-refundable irrespective of the outcome of the review.
- 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 RGS and is not covered by this procedure.