



HAYDON SCHOOL

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PROCEDURE FOR CANDIDATE REVIEW OF MARKING FOR CENTRE ASSESSED MARKS

**(GCSE controlled assessments, GCE coursework,
GCE and GCSE non-examination assessments)**

2017/18

This procedure is reviewed annually to ensure compliance with current regulations

PROCEDURE FOR CANDIDATE REVIEW OF MARKING FOR CENTRE ASSESSED MARKS

Key staff involved in the complaints and appeals procedure

Role	Name(s)
Head of centre	Robert Jones (Headteacher)
SLT members	Caroline Whitehead (Deputy Headteacher) Jayne Guest (Deputy Headteacher) David Gosling (Assistant Headteacher) Georgia Chataway (Assistant Headteacher) Angela Appleby (Assistant Headteacher) Dan Gooch (Assistant Headteacher) Morag Wall (Assistant Headteacher)
Exams officer	Rupesh Jotangia

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PROCEDURE FOR CANDIDATE REVIEW OF MARKING FOR CENTRE ASSESSED MARKS

1 PURPOSE OF THIS DOCUMENT

This procedure confirms Haydon School's compliance with JCQ's rules and guidance on the review of marking for centre assessed marks. JCQ and its awarding body members (AQA, CCEA, OCR, Pearson and WJEC) require centres to ensure that candidate(s) 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 PROCESS

Haydon 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.

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

- Haydon 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.
- Haydon 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.
- Haydon School will, having received a request for copies of materials, promptly make them available to the candidate.
- Haydon School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- Requests for reviews of marking **must** be made in writing.
- Haydon 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, all before the awarding body's deadline.
- Haydon 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.
- Haydon School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- The candidate will be informed in writing of the outcome of the review of the centre's marking.

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- 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.

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 Haydon School and is not covered by this procedure.

3 REQUESTING A REVIEW OF MARKING

Candidate(s) with an entry for centre assessed work may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment. These materials could include a copy of their marked work, the relevant specification and associated subject-specific documents. Should you wish to pursue this then the relevant stages below should be followed:

STAGE 1 Requests for copies of materials should be made to the Exams Officer within 5 school days of receiving notification of a mark awarded. The school will aim to make the materials available to the candidate / parent / carer within 10 school days of receiving the request. The candidate / parent / carer will have 5 school days to review copies of materials and reach a decision on whether or not to pursue a review of marking.

STAGE 2 Candidate / Parent / Carer should submit in writing to the Exams Officer a request to initiate a review of marking within 5 school days of receiving copies of materials. The school on receipt of the request will aim to carry out a review, make any necessary changes to marks and inform the candidate / parent / carer of the outcome within 10 school days and before the awarding body's deadline. The review of marking will be 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 outcome of the review. The reviewer will also ensure that the candidate's mark is consistent with the standard set by Haydon School.

Please take note that the outcome of the Review is full and final with no further opportunity to appeal against an outcome or decision made by Haydon School.